MINUTES

Standard
B & P
Blank Books
and
Loose Leaf Devices
TRADE MARK
REGISTERED

Standard B & P Blank Books and Loose Leaf Devices
Trade Mark Registered

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
FEBRUARY 24, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, February 24th, 1937, at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Nichols, Messrs. D'Ascenzo, Hayward, Jenks, Willing, the Principal of the School and the Director of the Textile School.

The report of the Treasurer, with vouchers for the month of January 1937, were submitted and approved.

The Secretary announced that he and the Assistant Secretary, Mr. Graham, interviewed Mr. Clarence E. Ackley, Chief of the Division of School Law of the Commonwealth of Pennsylvania, in regard to changes in the Charter of the Corporation by which appropriate degrees may be awarded by the Trustees to graduates of the Schools. Dr. Ackley promised prompt consideration of the suggestions and would notify the Corporation of his decision very soon.

The Principal reported on the registration in the schools showing a present enrollment in the Art Day School of 377 full timestudents compared with 352 for 1936 and in the Textile School of 177 full time students compared with 139 for the same time last year. The Principal called attention of the Committee to an exhibition of Outdoor Advertising now displayed in the exhibition room of the school. The exhibition consists of the work of professional advertising artists, as well as of students, in connection with a competition sponsored by the McClandish Lithograph Corporation.

The School is feeling the effect of the improved economic condition, the Principal reported, in that there are more inquiried for students to fill positions than for some time in the past. Practically all graduates of last years classes are placed in responsible positions.

The Principal is continuing his talks before High Schools in connection with vocational guidance meetings attended by mothers and fathers of children attending the High Schools in and near Philadelphia.

The Principal reported that an enlarger and enlarging attachment recently acquired for the course in Photography have not met the requirements of the students and that this equipment should be exchanged for a special enlarger that will fit the present needs which will cost an additional $16.80

On motion, duly seconded, the Principal was authorized to exchange an enlarger and an enlarging attachment for a special enlarger for the Course in Photography for an additional sum of $16.80, payment to be made from the John T. Morris Fund Income.

The Committee was invited to inspect a modelling stand that had been designed for use of the students in the modelling department.

On motion, duly seconded, the Principal was authorized to secure fourteen modelling stands for the use of the students in the modelling department at a total cost not to exceed $196., payment to be made from the John T. Morris Fund Income.

The report of the Textile School was read by the Director, Mr. France, who reported that the progress in the various classes for the past month has been in keeping with the School's usual high standard. He commented briefly on the interest displayed by the students in the series of lectures on "Marketing and Distribution of Textiles" and announced that on March 10th another series of twenty lectures will be given by Mr. A. T. Cameron of the Wharton School staff, on accounting, covering in a major way, instruction regarding balance sheets. He also announced that inquired for registration for next year's classes are already being received and that he expected a satisfactory enrollment.

Mr. Hayward announced that he has interested the personnel representative of Marshall Field Company of Chicago in the ability of the students of the Philadelphia Textile School and as a result, the personnel representative of this company is coming to Philadelphi to interview students for possible positions with Marshall Field Company.

The meeting then adjourned to view the exhibition on Advertising Art.

SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
March 24, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, March 24th, 1937 at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Nichols, Mrs. Patterson, Mrs. S. Emlen Stokes, Messrs. Hart, Hayward, Jenks, Mertz, Willing, the Principal of the School and the Director of the Textile School.

The report of the Treasurer, with vouchers for the month of February 1937, were submitted and approved.

The minutes of the meeting of the Committee on Instruction held February 24, 1937 were approved.

The Principal announced that final preparations were being made for the Annual Fashion Show which is scheduled for Tuesday April 13th at 8:30 and for Wednesday, April 14th at 3o'clock and at 8:30 o'clock, at the Manufacturers and Bankers Club. He also said that the scheme of presentation will be somewhat changed this year in that an interesting stage set, effective lights and groupings will be emphasized. He announced that the Textile School had provided five pieces of handsome materials for the Show.

The Principal reported that the 1936-37 Budget provided an amount of $1,500. for the printing of the school circular and stated that in all probability the cost of printing the circular would amount to more than the budget now provides.

On motion, duly seconded, it was resolved that the Principal be authorized to expend for the printing of the School circular an additional amount not exceeding $300. over the Budget estimates.

The Principal said that the School library would like to have on its shelves a volume entitled "Early American Homes" and two volumes of Deutsche Kunst. The "Early American Homes" would cost $6. and the two volumes of Deutsche Kunst would cost $20.50.

Mrs. Patterson and Mrs. Nichols volunteered to contribute the amount to purchase these volumes.

On motion, duly seconded, it was resolved to extend the thanks of the Committee to Mrs. Patterson and to Mrs. Nichols for their generous contribution for the purchase of books for the School library.

The Associate Committee of Women, the Principal announced, has provided this year a Travelling Scholarship to an amount not exceeding $600. to be awarded to the most outstanding student in

the Art School. It will be a wonderful opportunity for the student receiving the award to attend the International Exposition of Arts and Crafts to be held in Paris which promises to be most noteworthy.

The report of the Textile School was presented by the Director, Dr. France, who said that in many respects the year has been an extraordinary one. He reported that more than one-half of the present enrollment of the Evening School have signified their intentions of continuing their studies next year by filing applications on the closing night of this season.

Mr. Willing, Chairman, of the Committee appointed to study the question of providing additional school accommodations, submitted plans for a proposed addition to the school building.

After a general discussion of these plans, it was, on motion, duly seconded, resolved that the members of the Instruction Committee who represent textile interests constitute a committee with power to act.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
APRIL 28,1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, April 28th, 1937, at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Patterson, Messrs. D'Ascenzo, Hart, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held March 24 1937 were approved.

The report of the Treasurer, with vouchers for the month of March 1937, were submitted and approved.

The Principal submitted the new Catalogue of the School which had just been delivered by the printer. He reported that the Alumni Association of the Art School had held their annual dinner Saturday, April 24th, which was well attended. At the annual exhibition of the work of the Alumni, which was displayed at the same time, the school medal was presented to John Obold for his outstanding work in silver. The Principal was happy to announce that the Association had presented the School with $150. for a part-time scholarship.

The Principal reported that the Fashion Show was presented to three capacity houseson April 13th and 14th. The Fashion Show has stimulated the interest of first year students and there is every indication of a good enrollment next year.

Mr. Carl Thumin of the design department of the General Electric Company talked to the second year classes and the design class on machine design. This talk proved very instructive and was appreciated by the students.

The Principal said that the class in Photography, under the direction of Mr. Nelson Gruppo, has made very satisfactory progress. It is a technical course, and as in most technical courses, equipment is of the utmost importance. The Principal submitted a list prepared by Mr. Gruppo regarding extra equipment and assistance necessary to carry on successfully the course for the next scholastic year.

On motion, duly seconded, it was resolved to appropriate the sum of $850. for purchases in connection with the course in Photography.

The report of the Textile School was presented by the Director, Dr. France, who commented upon the discussions on textile education which were held at the semi-annual conference of the various textile school deans under the auspices of the

Textile Foundation, at Grove Park Inn, Ashville, North Carolina. He also discussed the part played by the Textile School at the Annual Knitting Show held at Convention Hall.

Dr. France reported important gifts to the School from the William Allen Sons Company, the Republic Steel Company of Ohio and the Sunoco Products of Hartsville , South Carolina.

Upon motion, duly seconded, the Secretary was instructed to convey the thanks of the Committee on Instruction to the various donors for their gifts to the Textile School.

Upon motion, duly seconded, the thanks of the Committee were extended to Dr. France.

Mr. Hart suggested that $450. of the balance in the Textile School Advertising Expense Account be appropriated for the hiring of a bus for a trip of the 1937 graduating class to the Textile mills of the south.

Upon motion, duly seconded, it was resolved to appropriate $450. from the balance in the Textile Advertising Expense Account for the purpose of hiring a bus for a trip of 1937 graduating class to textile mills in the south.

Mr. Hart also said that it was the opinion of the textile members of the Committee that $3,200. be distributed among the various members of the Textile School staff.

Upon motion, duly seconded, it was resolved that the Chairman of the Committee on Instruction be empowered to distribute among the various members of the Textile School staff a total wage adjustment of $3,200., the amount each member is to receive to be determined by the Chairman.

In the absence of Mr. Willing, the report of the Building Committee was read by the Secretary. The Chairman requested the Building Committee to give further study to the question of additional school accommodations and to report, if possible, by the next meeting.

Upon motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
MAY 26, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday May 26, 1937, at four o'clock.

There were present, Mr. Stokes in the chair, Mrs. Nichols, Mrs. Rhoads, Messrs. Hart, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held April 28th, 1937, were approved.

The report of the Treasurer, with vouchers for the month of April, 1937, were submitted and approved.

The Principal said that since it is not possible this year to hold Commencement exercises at the Museum, arrangements have been made to engage the auditorium at the Manfacturers' and Bankers' Club for this occasion on June 3, at 10:30 o'clock. The Director of the Textile School has been successful in obtaining the auditorium at a moderate figure. Seventy-one students are graduating from the Art School and twenty-nine from the Textile School, Mrs. Nichols again will award the prizes to the students. The Annual Exhibition of the work of the students will open on the evening of June 3 and continue through June 25th.

The Associate Committee of Women were very generous this year and their gifts have made it possible to award a Foreign Scholarship and Prizes totalling $1,013.

The Principal reported 1553 registered in both schools for the scholastic year 1936-37.

The Principal said that there were a number of improvements that should be made during the summer and recommended that a sum of $700. be allocated for this work. He submitted the following plan for this work:

Repairs to the Library	New ceiling, wall, floor and woodwork painted, adequate lighting, new desk and chair
Repairs to the Board Room	New lighting, walls, ceiling and floor painted.
Repairs to the Principal's office	New lighting, cabinets, etc.

Repairs to Room 103	Lights
200	"
Costume Design Room	"
Entrance Hall	"
Office	"

On motion, duly seconded, it was resolved to recommend to the Board of Trustees, that $700. be appropriated from the John T. Morris Fund Income, to make improvemants in the School building.

The report of the Textile School was presented by the Director who said that both the staff and the students now were engaged in preparing for the closing of the school year. He said that the Annual Exhibition would be one of the best, if not the best, exhibition the Textile School has shown, especially in color and design. He was glad to announce that the larger part of the present graduating class will start employment on the Monday following commencement.

The new Permutit system, mentioned last month, is now installed and ready for service and will surely serve a very useful purpose.

The report of the Committee appointed to study the question of additional school accommodations was, in the absence of the Chairman, submitted by the Secretary. The Committee reported that in its opinion, no temporary building could be economically constructed which would meet the needs of either the Art or the Textile School, and that the question of a permanent location of the schools should be definitely decided by the Board of Trustees. In the event the Trustees decide to locate the School permanently at Broad and Pine Streets, the Committee then recommended that comprehensive plans be prepared for new school buildings so designed that units can be constructed as funds become available.

Upon motion, duly seconded, the report of the Committee was accepted and the thanks of the Instruction Committee was extended the Chairman and its members.

Upon motion, duly seconded, the Secretary was directed to request Mr. Willing to submit a bill for services rendered in connection with this study.

The budgets for the Art and Textile Schools for the year 1937- were submitted. Attention was called to the fact that in the proposed budget a 2% annual charge for depreciation of school buildings is included.

On motion, duly seconded, it was resolved that the budgets for both the Art and Textile Schools be approved.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION June 26, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, June 26th, 1937, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Coxe, Mrs. Nichols, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held May 26, 1937, were approved.

The report of the Treasurer, with vouchers for the month of May 1937, were submitted and approved.

A list of scholarships awarded for the year 1937-38, numbering twenty-six, was submitted by the Principal which list, on motion, duly seconded, was approved.

The Principal reported that the question of importance at present is the necessary repairs which should be made to the school during the summer. He enumerated in detail the necessary repair jobs amounting to $200. for painting, $400. for new lights, $200. for wash room equipment, $100 for new floor, $50 for dark room, $100 for alterations and moving supply room and $500 for new lockers, making a total of $1550. He pointed out that the Committee had authorized, at its meeting in May, an expenditure of $700. from the John T. Morris Fund Income.

On motion, duly seconded, it was resolved to approve the additional expenditure of $850. for necessary repairs to the school building during the summer.

The report of the Philadelphia Textile School was given by the Director, Dr. France. Dr. France advised that the City Boiler inspector has recommended that the tubes of at least one of the two school boilers should be replaced. Dr. France pointed out that both boilers had been in active service since 1911 or twenty-six years. He submitted estimates of the cost of the work from various industrial organizations.

On motion, duly seconded, the following resolution was adopted:

Resolved that a contract to retube both school boilers be awarded to W. H. Aschenbach, 2534 S. 67th Street, at a total cost of $1,192.

Dr. France discussed briefly the exhibition of the work of the students of the Textile School. He also announced that out of the graduating class this year, numbering twenty-nine all but four have been successful in securing positions. He reported that he has been successful in inducing Proctor and Schwartz Company to make the necessary changes in the small carding machines to be more effective at no cost to the School.

On motion, duly seconded, the Secretary was instructed to thank the Proctor-Schwartz Company for their generosity in improving, at no cost to the Institution, the small carding machines in the Philadelphia Textile School.

The Chairman announced that at the meeting of the Board of Trustees June 15, 1937, the question of the permanent location of the Schools was discussed and on motion, duly seconded, the following resolution was adopted by the Board:

Resolved that the Committee on Instruction be advised that the Board of Trustees believes that no more advantageous location for the schools than their present site is available and that therefore the Committee on Instruction, in making plans for additional school buildings, should consider that the permanent locations of the schools, as far as it is now practical to forecost, shall be at Broad and Pine Streets.

The Chairman also announced that at the Annual Meeting of the Corporation, an amendment to the Charter was adopted empowering the Trustees to grant degrees as may be authorized by the State Council of Education or its successor. The amendment must be approved by the proper Court before it can be effective.

On motion, duly seconded, the meeting adjourned.

Julius Sieg
Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
September 22, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, September 22, 1937, at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Coxe, Mrs. Nichols, Mrs. Rhoads, Mrs. S. Emlen Stokes, Messrs. Hart, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held June 26th, 1938 were approved.

The Treasurer submitted the following report in connection with the registration of the Art and Textile Schools:

ART DAY CLASSES

	1st	2nd	3rd	4th	Full Time	Part Time	Total
1937-	129	111	79	66	385	24	409
1936-	119	92	75	66	352	19	371
1935-	110	85	79	63	337	23	360

TEXTILE DAY CLASSES

	1st	2nd	3rd	Full Time	Part Time	Total
1937-	67	61	43	171	0	171
1936	85	59	27	171	0	171
1935	64	45	15	124	1	125

The Principal stated that with the exception of the appointment of Mr. O'Hara, no new instructors had been added to the 1937-38 Budget (Day School)

There have been many inquiries in regard to a course in Window Display. Mr. Barton, who teaches Fashion Illustration, laid before the Principal plans to establish a course in the Evening School. Modern Window Display has become a definite part of Advertising and a course of this nature would enhance the curriculum of the Art Evening School.

Upon motion, duly seconded, it was resolved to engage Mr. Barton to teach a course in Window Display one night a week for 26 weeks at a salary of $5. a night or $130. for the scholastic year.

To overcome the crowded condition that would exist in the classes of Fashion Illustration, the Principal found it necessary to form another course in Lay-Out work for this class and recommended the appointment of Mr. MacNamee for one-half day

a week for 33 weeks at $5. a half day or $165 for the scholastic year.

On motion, duly seconded, it was resolved that the appointment of Mr. MacNamee for one-half day a week for 33 weeks at $5 a half day or $165. for the scholastic year be approved.

On motion, duly seconded, the following purchases were approved:

For the Class in Anatomy

10 anatomical casts at	$12.	$120.	
2 figure casts at	60.	120.	$240.

For the Class in Interior Decoration

a tank for air-brush	28.

On motion, duly seconded, the following purchase was approved:
For the Class in Pottery

2 power wheels at $45. $90,. payment to be made from the Baugh Barber Fund Income

The report of the Textile School was presented by the Director who spoke favourably of the character of the students registering for the first time in the Textile School.

He submitted a report in connection with contributions made to the Textile School since June amounting to approximately $1800 among which is a gift from the William Allen Company from Worcester, Mass. of a complete stainless steel bleaching kier and a contribution from the Fairchild Publications of a $4\frac{1}{4}$ by $7\frac{1}{2}$ inch advertisement which appeared in twenty issues of the Daily news Record.

On motion, duly seconded, the Secretary was instructed to extend to the various contributors the thanks of the Committee on Instruction for their interest and generous support in behalf of the Philadelphia Textile School.

On motion, duly seconded, the Assistant Treasurer was authorized to advance to certain students of the Textile School an amount not exceeding $1030 from the William Wood Fund.

On motion, duly seconded, the meeting adjourned.

Julius Wright
Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
October 27th, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, October 27th 1937, at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Logan, Mrs. Nichols, Mrs. Patterson, Messrs. Jenks, Hart, Mertz, the Principal of the School and the Director of the Textile School.

The Chairman announced that at the meeting of the Board of Trustees October 6th, 1937, the following resolutions were adopted:

Resolved that refunds to students amounting to $298. be approved.

Resolved that the addition of a course in "Industrial Design" to the Art Evening School curriculum be approved.

Resolved that the appointment of Alexander Wyckoff to teach Industrial Design one evening a week at a salary of $7.50 per evening or a total of $154.50 for the scholastic year, be approved.

Resolved that the appointment of Clyde Shuler to teach Industrial Design two evenings a week at a salary of $7.50 per evening or a total of $309. for the scholastic year, be approved.

The minutes of the meeting of the Committee on Instruction held Sept. 22, 1937, were approved.

The report of the Treasurer for the period to October 1, 1937, was submitted and approved.

The Treasurer submitted a plan in connection with arrangements made by the Assistant Treasurer with various students for deferred payment of tuition, which arrangement, upon motion, duly seconded, was approved.

The Principal reported that the comparative registration of both the Art and Textile Schools was as follows:

	Oct. 27, 1937	Oct. 27, 1936	Total First Term 1936-37
Art Day Regular	406	381	383
Art Day Special	77	69	76
Art Evening	281	281	291
Art Saturday	193	159	170

	Oct. 27,37	Oct.27,36	Total 1st Term 1936-37
Textile Day	177	185	185
Textile Evening	408	388	388
	585	573	573
Art Day Classes			
1st year	139	131	133
2nd year	116	98	98
3rd year	83	81	81
4th year	68	71	71
	406	381	383
Special	77	69	76
	483	450	459
Textile Day			
1st year	69	93	93
2nd year	62	62	62
3rd year	46	29	29
	177	184	184
	0	1	1
Special	177	185	185

On motion, duly seconded, the following refunds and credit were granted:

Refunds

Jane Fuller	Art Day	$117.
Jane Sykes	"	77.
Jonh Canavan	" Evening	12.
Jean Simpson	" Sat.	10.
Arthur A, Edelson	Textile Evening	15.

Credit:

Jane Rennie	Art Day	102.

The Principal said that working facilities throughout the School have been improved and in order to continue with the programme suggested that the lighting facilities in rooh 201 be improved.

On motion, duly seconded, the following resolutions were adopted:

Resolved to engage Mr. John Geisel to teach painting in the Sat. morning class for 26 weeks at $7.50 per half day or a total of $195. for the scholastic year.

Resolved that the sum of $90. be appropriated to install new lights in rool 201, payment to be made from the John T. Morris Fund Income.

On motion, duly seconded, the following resolution was adopted:

Resolved to appropriate the sum of $100. to purchase new lantern slides, payment to be made from the John T. Morris Fund Income.

The Principal said that the demands made upon Mr. Wence, the Supply Manager, were such that it has become necessary to appoint Mr. Charles Smith as assistant who will be responsible and who will be able to assist Mr. Wence in an intelligent manner. He recommended that authority be granted to appoint another person to take over Mr. Smith's former duties.

On motion, duly seconded, the Principal was authorized to secure another janitor for Art School at a weekly wage not to exceed $18.00.

The report of the Textile School was presented by the Director, Dr. France, who said that the registration in the Textile School had exceeded expectations and that many of the men were college graduates.

The Director reported gifts from Proctor-Schwartz which make possible a substantial improvement in the Wool Carding Department, valaued at $250.

On motion, duly seconded, the Secretary of the Corporation was requested to thank Proctor-Schwartz for their generous gift to the Textile School.

On motion, duly seconded, Dr. France was authorized to reconstruct and repair copings and sills of the school building at cost not to exceed $200.

Mrs. Robert Logan announced that she and Mr. Logan have, on various occasions, extended the courtesy to students, especially foreign students, to spend some time in the country as their guests. She advised the Committee that she and Mr. Logan would be very happy to entertain some of the foreign students now registered in the School.

On motion, duly seconded, it was resolved to extend to Mr. and Mrs. Logan a vote of thanks for their courtesy in extending an invitation to foreign students now registered in the School to spend some time in the country as their guests.

On motion, duly seconded, the meeting adjourned.

Julius Bright
Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
NOVEMBER 24, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, November 24th, 1937, at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Coxe, Mrs. Nichols, Mrs. Patterson, Messrs. Hart, Hayward, Jenks, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held October 27th, 1937, were approved.

The report of the Treasurer for the period to November 1, 1937, was submitted and approved.

On motion, duly seconded, the following refunds and credits were granted:

Refunds:

William Hannigan	Art Evening School	$27.
Mildred L. Clement	" " "	27.
Mrs. H.G. Sundheim	" Day	25.

Credit:

Merian McCartney	Art evening school - credit to be used 1938-1939 term	20.

On motion, duly seconded, the request of William Eisenhardt for a refund was refused.

The Principal reported that at the 35th Annual Water Colour Show, held at the Academy of the Fine Arts, Mr. Benton Spruance instructor in the School, was awarded The Pennell Memorial Medal for achievement in the Graphic Arts. He also reported that Mr. Spruance is conducting an experiment with some members of the Senior Class in Lithography and that interesting results could be expected.

The Principal announced that the photographic class was progressing along very encouraging lines and that Mr. Gruppo has arranged in the exhibition hall of the School an interesting showing of the photographs of Alfredo Valente, photographer for the Stage Magazine.

The Principal reported a gift from Mrs. Patterson of the well known bird prints of Mr. Carroll S. Tyson.

On motion, duly seconded, it was resolved to extend to Mrs. Patterson, the thanks of the Committee, for her generous gift to the School.

On motion, duly seconded, the following purchases of casts were approved, payment to be made from the John T. Morris Fund Income:

Supplicant Youth	$ 75	
Discobolus	100.	$175.

On motion, duly seconded, the following resolution was adopted:

Resolved to engage Miss Cohn for a half day each week to assist Mrs. Starr in the Saturday morning class at a salary of $4 a half day, for the remainder of the scholastic year.

The report of the Textile School was presented by the Director, Dr. France, who spoke about the crowded conditions which exists due to the present large enrollment. He also reported on the progress being made on the repair work to the school building authorized at the last meeting of the Board of Trustees.

On motion, duly seconded, the meeting adjourned.

Julius Zeisler
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
Dec. 22, 1937.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, December 22, 1937, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs Nichols, Mrs. Patterson, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Jenks, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held November 24th, 1937, were approved.

The report of the Treasurer for the period to December 1, 1937, was submitted and approved.

Due to the holiday season, educational activities of the School are adjourned. The Principal reported, however, that considerable painting and minor repairs are now being made and recommended new lights in the front office and in room 105, at a total cost of $45.

On motion, duly seconded, it was resolved to appropriate a sum of $45. to install new lights in the front office and in room 105, payment to be made from the John T. Morris Fund Income.

The Principal reported that the course in Fashion Illustration has increased in number of students. The course is being rounded out and every effort is being made to increase student interest. The Principal read a communication from Mr. Macnamee, who said that interest shown by the students registered in the course warrants an extension of time and suggested a full day instruction, instead of the present half-day a week.

On motion, duly seconded, it was resolved that a full day each week for the remainder of the school year, be given to the course in Fashion Illustration instead of the present half day and that a corresponding increase be approved in the salary of the Instructor (17 weeks at $5 a half day)

The Principal announced that plans have been started for the Annual Fashion Show. Mrs. Jenks has advised regarding the days on which the Fashion Congress will take place so the Principal is now able to arrange dates for the School's showing which will not conflict with the Fashion Congress. Mrs. Jenks has also arranged to have the School show an evening gown-designed and made by a student of the School - in the Fashion Congress.

The Principal said that Miss Catherine Barnes, a third year student in the course in Illustration, is represented by eight figure drawings in the December issue of Country Life and The Sportsmen Magazine. He also announced that a Mr. McNutt is publishing a book on drawing and illustration in which book the work of a number of our students will appear; and that the work of our students also will be exhibited in a large exhibition of "Art Illustration by Means of the Motion Picture", which will be shown in Boston .

The Principal was happy to announced that inasmuch as students from the School won all the prizes offered in a competition sponsored by the Tasty Baking Company last year, the entire competition was given over this year to the students of the School. Fifty-five posters were submitted and a sum of $240. was awarded to four students.

The report of the Textile School was submitted by the Director, Dr. France, who recommended that the fees paid by Mr. John L. Miller, who has been ill in the hospital, be transferred to next year's tuition fee.

On motion, duly seconded, it was resolved that the request for a transfer of the tuition fees paid by Mr. John L. Miller from the term 1937-38 to the term 1938-39, be approved.

The Director submitted a letter received from Mr. Morris E. Seigel, Director of the Evening and Continuation Schools of the City of New York, who expressed appreciation of the courtesy extended him by Dr. France and approval of the courses given at the School.

Dr. France submitted the request of Charles J. Strittmatter and of Edward H. Sadtler for a refund of the tuition paid by them.

On motion, duly seconded, the matter was referred to the Assistant Treasurer.

On motion, duly seconded, the meeting adjourned.

Julius Geiger
Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JANUARY 26th, 1938

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, January 26th 1938, at four o'clock.

There were present, Mr Stokes, in the chair, Mrs. Coxe, Mrs. Nichols, Messrs. D'Ascenzo, Hart, Hayward, Mertz, Willing, the Principal of the School and the Director of the Textile School,

The minutes of the meeting of the Committee on Instruction held December 22, 1937, were approved.

The report of the Treasurer for the period to January 1, 1938, was submitted and approved.

In order to bring knowledge of the school and of its standards of instruction to the students of the schools in and about Philadelphia, the Principal announced that he has visited various High Schools at the time of their Vocational Guidance meetings.

The Principal reported that two scholarships had been returned to the School and after careful consideration it was recommended that they be awarded to Morton Burkin and Michael Lombardo.

Upon motion, duly seconded, the awards were approved.

On motion, duly seconded, the following refund and credit were approved:

Art Day School	Ernest Tartar	refund	$100
Art Saturday School	Jane Dougherty	credit	10

The Principal recommended the purchase of one mortis attachment #976 as an additional tool for present equipment in the wood-working room at a sum of $20.95

On motion, duly seconded, the purchase of mortis attachment #976 for $20.95 was approved, payment to be made from the John T. Morris Fund Income.

The Principal read accounts of the artistic achievements of certain members of the school staff and of responsible positions held by several of its graduates.

The Principal submitted a proposition from Mrs. Chas. Francis Griffith in connection with the remodelling of the gallery in the Home of the Benedictine Sisters.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Prihcipal advise Mrs. Griffith that the

problem presented in connection with remodelling of the gallery in the Home of the Benedictine Sisters was beyond the scope of the school's activities but that the School would be happy to cooperate in the solution of the problem.

The report of the Textile School was presented by Dr. France, who reported generally on the activities of the Textile School and on the success of many of its graduates in the Textile field.

On motion, duly seconded, the meeting adjourned.

Julius Zeizel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
FEBRUARY 23, 1938.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, February 23rd, 1938, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. S. Emlen Stokes, Messrs. Coiner, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held January 26th, 1938, were approved.

The report of the Treasurer for the month of January 1938, was submitted and approved.

The Treasurer announced that 62 students in the Art School and 13 students in the Textile School had made satisfactory arrangements with the Registrar to pay their tuition fee for the second semester in installments which arrangements, upon motion, duly seconded, was approved.

The Principal reported that a number of students had been compelled to discontinue their studies on account of financial difficulties.

On motion, duly seconded, the following students in the Art Department were granted refunds:

Dorothy Coleman	refund of	$125	
Milton Herder	" "	50.	
Jeanette Patterson	" "	125.	(Miss Patterson transferred from day classes to evening classes)

The Principal said that Dorothy Coleman was a very good student and recommended that a scholarship be granted her from the fund set up in the Art School Budget for this purpose.

On motion, duly seconded, it was resolved to grant a scholarship for the second semester (1938) from the Special Art School Scholarship Fund, to Dorothy Coleman.

The Principal reported that 700 entries were made in the McCandlish Poster Exhibition to be held at the School which opens Monday, February 28th, Awards amounting to $1350 will be made Tuesday night.

The Library has been fortunate this year in having its collection of books increased by 40 volumes of great importance. The

attendance has reached 8000 since the opening of the School in September.

Progress is being made in connection with the plans for the Fashion Show. The period of 1890 now so much in vogue, will be the motif used in the show.

The Principal expressed the need of a floor polishing machine and said that a good one could be procured for $225.

On motion, duly seconded, it was resolved to purchase a floor polishing machine for $225.

The Director of the Textile School reported that usual progress is being made in the Textile School and that many inquiries are being received for the Textile School catalogue from other countries, He further reported that the students in the evening school were doing very well and that the attendance was most remarkable.

The Director reported a generous gift from Proctor-Schwartz and requested that the Committee acknowledge and thank the Proctor-Schwartz Company for their continued interest in the Textile School.

On motion, duly seconded, the Secretary of the Corporation was directed to thank Proctor-Schwartz for their generous contributions to the Textile School.

On motion, duly seconded, the meeting adjourned.

Julius Geiger
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
MARCH 23, 1938.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, March 23, 1938, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Coxe, Mrs. Patterson, Mrs. Rhoads, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Hart, Jenks, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee held February 23, 1938, were approved.

The report of the Treasurer for the month of February with vouchers covering the same period were submitted and approved.

The Principal announced that the McCandlish Lithograph Corporation, which sponsored the Poster Design Advertising Competition, had a meeting of the judges March 10th at the School and that a graduate of the School was awarded the third prize of $100. The exhibition brought a great number of visitors to the School.

The Principal said that in the Stage Model Contest, annually sponsored by the Philadelphia Art Alliance, a student of the School was awarded third prize. The Jury reported that the entire presentation was higher in standard than in previous years.

It was with deep regret that instruction in wrought iron was discontinued last year because of lack of enrollment. The Principal recommended that instruction should again be given in this work in the evening school. He felt that under the direction of a good instructor it would be advisable to include it in the curriculum for next year, The Principal recommended the engagement of Mr. Harry Rosen, who studied at the School, as the new instructor.

Upon motion, duly seconded, it was resolved that the Principal be authorized to engage Mr. Harry Rosen to teach wrought iron in the evening school for the year 1938-39.

Plans for the Fashion Show are going forward. The Principal regretfully announced that Miss Rickert will be unable to be of assistance this year due to her health. All arrangements had been approved by Miss Rickert before

she entered the hospital.

The Principal announced that arrangements have been made to have two senior students in Costume Design to serve as apprentices in a dress shop for a period of approximately five weeks. The students so engaged should benefit by this opportunity to engage in professional work before graduating from School.

The Principal recommended that Miss Barenbaum be granted a scholarship for two and one-half days a week for Pottery Research at a cost of $50. for the remainder of the School year, which recommendation, on motion, duly seconded, was approved.

The Director of the Textile School announced the close of night school on March 25th and said that the attendance had been remarkable throughout the year. The students enrolled were intensely interested in their work and had made fine progress.

On motion, duly seconded, the meeting adjourned.

Julius Bigot
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
APRIL 27, 1938

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, April 27th, 1938, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Patterson, Messrs. Hayward, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held March 23, 1938, were approved.

The report of the Treasurer for the month of March 1938, with vouchers covering the same period were submitted and approved.

The Principal announced that attention was now focused on the annual exhibition of the students' work and that if agreeable to the Committee, last year's plan will be followed.

He was happy to be able to announce that the Commencement exercises will again be held in the West Foyer of the Philadelphia Museum of Art.

He reported that the Fashion Show was very interesting and had been presented to three capacity houses. The highest award was given to Ruth Snyder, a senior. Another student will model a gown, designed and made by Lynn Schall, in the Fashion Congress today and tomorrow.

Vocational Guidance meetings continue and reports from instructors attending them on behalf of the School are very encouraging regarding future registration.

Mr. Spruance has been conducting a volunteer class in Lithography. The results have been so splendid and the enthusiasm so great that the Principal recommended a plan which he and Mr. Spruance had worked out to conduct a class in lithography with public lectures. He also recommended that the privilege of attending the lectures be extended to members of the Corporation.

On motion, duly seconded, it was resolved that the recommendations of the Principal to include in next year's cirriculum a course in lithography with public lectures to which members of the Corporation will be privileged to attend be approved and that Mr. Spruance be engaged to direct this course.

The Director of the Textile School reported good attendance of Textile School representatives in connection with the spring meeting of the Deans of the Textile Schools, which is conducted under the auspices of the Textile Foundation.

The Director was directed to secure books recently published on Textile Economics and submit them to the Committee.

The President reported that by decree of the Court of Common Pleas No. 3 of Philadelphia County, the name of the Corporation was changed from Pennsylvania Museum of Art to Philadelphia Museum of Art and that articles of amendments in connection with the Charter had been approved and are effective as of April 7, 1938. In all probability the Trustees shall have power to grant degrees as may be authorized by the State Council of Education, or its successor. The President considered it advisable to take the matter up at once with the proper authorities at Harrisburg and suggested that a committee of three be appointed to investigate the matter of degrees. The President announced that he had appointed Mr. Zieget, Mr. Warwick and Mr. Hayward as the Committee.

On motion, duly seconded, the following resolution was adopted: Resolved that Mr. Franklin Spencer Edmonds be requested to address the graduates at Commencement, June 2.

The President submitted the resignation of Mr. Charles Willing as a member of the Committee.

On motion, duly seconded, Mr. Willing's resignation was accepted with regret.

On motion, duly seconded, the meeting adjourned.

John Zieget
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-May 25,1938

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, May 25th, 1938, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Patterson, Mrs. Rhoads, Mrs. S. Emlen Stokes, Messrs. Hart, Jenks, Mertz, the Principal of the School and the Director of the Textile School,

The minutes of the meeting of the Committee on Instruction held April 27th, 1938, were approved.

The report of the Treasurer for the month of April 1938, with vouchers covering the same period were submitted and approved.

The Principal announced that with the closing of School, the attention of the entire faculty was focused on the Annual Exhibition of the work of the students.

With the approval of the Trustees to include a course in wrought iron having been given, the Principal requested authority to purchase a drill and stand for $104.

On motion, duly seconded, the Principal was authorized to purchase a drill and stand for work in the wrought iron department for a sum of $104.

The catalogue of the Art School for the year 1938-1939 was submitted to the members of the Committee.

Upon motion, duly seconded, the appointment of Paul Frolich to teach painting in the Art School for the scholastic year 1938-1939 was approved.

The report of the Textile School was submitted by the Director, who spoke in regard to the limited space in the Textile Department.

The Secretary of the Corporation reported on his visit to Dr. Klonower of the State Council of Education in connection with awarding degrees to graduates of the Art and Textile Schools .

On motion, duly seconded, it was resolved to appoint a committee of three; namely, Dr. France, Mr. Hart and Mr. Hayward to consider the title of the degrees to be awarded to graduates of the Textile School.

On motion, duly seconded, it was resolved to appoint a committee of two; namely, Mr. Warwick and Mr. Zieget, to consider the title of the degrees to be awarded to graduates of the Art School.

The budget for the year 1938-1939 was presented. After careful

consideration, on motion, duly seconded, the budgets for the Art and Textile Schools for the year 1938-1939, were approved.

The meeting then adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-June 22, 1938

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, June 22, 1938, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Coxe, Mrs. Rhoads, Mrs. S. Emlen Stokes, Mr. Hart, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held May 25th, 1938, were read and approved.

The report of the Treasurer for the month of May, 1938, was submitted and approved.

The Principal announced that the Annual Exhibition of students work was well attended. Special effort was made to interest the parents of first year students.

The Principal pointed out the urgent and constant need for repairs to equipment and classrooms. He remarked regarding the lack of space in the Art Department and expressed the hope that in the near future arrangements can be made to enable the Art Department to occupy the rear of the second floor and basement room which are now occupied by t Textile School.

On motion, duly seconded, the following resolutions were adopted: Resolved to appropriate a sum not exceeding $1200 to make necessary repairs in the Art School, payment to be made from the John T. Morris Fund Income.

Resolved to appropriate a sum not exceeding $615. for repairs and necessary additions to the Pottery Department, payment to be made from the Baugh-Barber Fund Income.

Resolved to appropriate a sum not exceeding $150. for the purchase of lantern slides, payment to be made from the John T. Morris Fund Income.

The report of the Textile School was presented by the Director, who spoke of the progress and activities of the Textile School .

On motion, duly seconded, the following resolution was adopted:

Resolved to authorize the expenditure of $300. for the purpose of repairs to the exterior of the building&to replace a smoke stack.

The report of the Committee appointed to consider the title of the degrees to be awarded to graduates of the Textile School was read and on motion, duly seconded, the following resolution was adopted:

Resolved that the following degrees for graduates of the Textile School be approved:

Regular Textile Course	"Bachelor of Science in Textiles" (B.S.T.)
Chemistry and Dyeing Course	"Bachelor of Science in Chemistry and Dyeing" (B.S.C.D.)

The Committee also recommended a title for higher degrees for post graduate work and for Honorary Degrees.

On motion, duly seconded, the following resolution was adopted:

Resolved that the following titles for degrees to be awarded for post-graduate work and Honorary Degrees in the Textile School, be approved:

Regular Textile Course	"Master of Science in Textiles" (M.S.T.)
Chemistry and Dyeing Course	"Master of Science in Chemistry and Dyeing" (M.S.C.D.)

The Chairman submitted the name of Mr. W. Griffin Gribbel as a member of the Committee.

On motion, duly seconded, the appointment of Mr. W. Griffin Gribbel was unanimously approved.

On motion, duly seconded, the meeting adjourned.

Julius Bright
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
SEPTEMBER 28,1938

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, September 28, 1938 at four o'clock.

In the absence of the Chairman,Mr. Jenks presided, with Mrs. Patterson, Messrs. Gribbel, Hart, Hayward, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held June 22, 1938, were read and approved.

The report of the Treasurer to August 31, 1938, was submitted and approved.

On motion, duly seconded, the following refunds to students in the Art and Textile Schools were approved:

Gladys Ackerman	refund	$127
Mrs. Cruther A. Roll	"	117.
Charles A. Passmore	"	235.
Richard H. Strickland	"	235.
Elizabeth Evans	"	137.

The Principal reported that the registration in the Schools was very gratifying and submitted a comparative table as follows:

ART DAY CLASSES

	1st	2nd	3rd	4th	Total	Part-time	Grand Total
1938	146	124	86	58	414	29	443
1937	135	111	79	68	393	40	433
1936	121	93	76	67	357	33	390

TEXTILE DAY CLASSES

	1st	2nd	3rd	Total	Part-time	Grand Total
1938	49	48	46	143	0	143
1937	68	61	45	174	0	174
1936	87	61	28	176	0	176

He said that the School was endeavouring to formulate very high ideals in educational work and discussed the principles upon which the School was being built.

Owing to the large registration, the lack of space is giving considerable concern. In this connection the Principal suggested that additional assistants and models be engaged. The first year registration makes four large sections. Registration of the second year students makes it necessary to engage assistants for three half days each week to assist Miss Sweeny and Miss Schell. He

recommended Paul Burns for this appointment for three half days a week at $5 a half day or $15 a week for 33 weeks, totalling $495. for the scholastic year.

The Principal regretfully announced that owing to the fact that Mr. Franklin Watkins was unable again to take up his duties at the School, the appointment of Paul Froelich was recommended to teach advance painting. Mr. Froelich is highly recommended by both Mr. Watkins and Mr. Coiner. Mr. Watkins, the Principal announced, will act as advisor whenever his assistance is needed. Mr. Froelich is engaged to teach four half days a week for 33 weeks at $10. a half day, or a total of $1320 for the scholastic year.

On motion, duly seconded, the appointment of Mr. Burns for three half days at $5 a half day totalling $495. and the appointment of Mr. Froelich for four half days a week at $10 a half day for 33 weeks, totalling $1320. was approved.

On motion, duly seconded, the Secretary was requested to write a letter of appreciation to Mr. Watkins on behalf of the members of the Committee.

The Principal announced that Mrs. Rhoads married during the summer and is now living in New York and will be, therefore, unable to continue her classes this year; and also that Mr. Bretz will be unable to continue his classes. It was necessary that the Principal engage an instructor to take over this work as well as the day left vacant by Mr. Spruance whom the Committee appointed to teach a class in lithography.

Mr. Mertz assisted the Principal in securing Mrs. Hugh Overturf to teach three half days a week at $10 a half day, totalling $990.

Due to the increased demands made upon the time of Mr. Gruppo as Art Director of the "Stage Magazine" it is impractical for him to continue with the photographic class on Monday evenings. The Principal suggested the appointment of Mr. Max Coplan for this work and recommended that Mr. Coplan be engaged for two half days a week at $10 a half day totalling $660. He also recommended the appointment of Mr. Mendic and Mr. Greber to assist in caring for the photographic equipment and in supervising the dark rooms, lending cameras, etc. to take the place of Mr. Cummings and Mr. Phillips who graduated last year. Mr Mendic and Mr. Greber will receive $100. each for this service which is applicable to their tuition at the end of the first semester.

Owing to the size of the Teacher Training class whose roster as set up by the State must include a course in graphics, the Principal recommended the appointment of Mr. Pullinger for an extra day a week at $9 a half day or $297.

In addition to her present duties at the School, the Principal recommended the appointment of Mrs. Helen S. West, to take charge of the properties department which position was left vacant by the resignation of Mrs. Bridges and recommended a salary of $1470 for Mrs. West's duties as custodian of the Costume Room in addition to $330 for teaching one half day a week, or a total of

$1800. a year.

On motion, duly seconded, the following appointments were approved:

Mrs. Hugh Overturf, three half days a week at $10 a half day
Mr. Mendic and Mr. Greber, $100 each (assistants in dark room)
Mr. Pullinger an extra half day a week at $9.
Mrs. West, in addition to her present salary of $300., $1470. a year
Mr. Coplan, two half days a week at $10 a half day

The Principal called the attention of the Committee to the work that has been donethroughout the School building during the summer and said that both Mr. Wence and Mr. Purner deserved a great deal of credit in being able to accomplish such good results.

He announced that seventeen victorian costumes had been given to the school by Mrs. Headington and Mrs. Walter S, Wheeler, relatives of the late Odgen Wilkinson. Other items were included with this gift among which were 250 pieces of assorted costume jewelry which the Principal was authorized to sell or to trade at his discretion.

The report of the Textile School was presented by the Director, Dr. France, who said that during the vacation period repairs to the buildings, to the machinery, as well as painting and cleaning up generally had gone forward. He again stressed the need for storage space in the Textile School and suggested that a building be erected for this purpose in the court yard.

He reported in connection with the work done in the boiler house and recommended an expenditure sufficient to point bricks in that part of the building upon which work should at once be started. He also recommended that the tin channel gutters on the roofs of the buildings be replaced.

Upon motion, duly seconded, the Director of the Textile School was authorized to engage the necessary labor to point up the bricks and to replace the gutters on the buildings.

In view of the fact that the corporate title has been officially changed it was felt advisable to change the name appearing on the front of the school building.

Upon motion, duly seconded, it was resolved to investigate the cost of changing the title on the front of the building.

The resignation of Mrs. Walter Spear (Mrs. Logan Rhoads) was submitted.

On motion, duly seconded, the following resolution was adopted:

Resolved that the resignation of Mrs. Spear be accepted with regret and that the Secretary of the Corporation be directed to express to Mrs. Spear the appreciation of the Committee for her splendid cooperation.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
OCTOBER "26,1938

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, October 26th, 1938, at four o'clock.

Mr. Stokes in the chair, Mrs. Coxe, Mrs. S. Emlen Stokes, Messrs. Gribbel, Hart, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held September 28th, 1938 were approved.

The report of the Treasurer to September 30, 1938, was submitted and approved.

On motion, duly seconded, the following refunds and credits were granted to students in the Art and Textile School:

Art School

Diana Rogers	(Day)	Refund	$82
Helen B. White	(Evening)	"	29.
Frances M. White	(Evening)	Credit to be used 1939-40 or 1940-41	20.

Textile School

Walter H. Morlock	(Evening)	Refund	15.
William A. Craft	"	"	15.

The Treasurer submitted a plan in connection with arrangements made by the Assistant Treasurer with various students for deferred payment of their tuition, which arrangements, upon motion, duly seconded, were approved.

The Principal announced that the number of students in the Art Day School has reached 488; in the Art Evening School, 257, and in the Art Saturday School, 263.

A serious problem confronts the Art Department in regard to class rooms. The large number of students registered in the first year class and the large number returning for the second, third and fourth year classes make the situation very serious from the standpoint of sufficient room space to maintain teaching standards. Rooms especially equipped for one purpose have to be used for other purposes. Classes have been divided in order to provide adequate teaching facilities and an additional instructor has had to be provided for the Drawing class for which the principal recommended the appointment of Mr. Fred Rothermel.

On motion, duly seconded, the appointment of Mr. Fred Rothermel to teach drawing for an additional half day each week at the rate of $8 a half day or $264 for the year was approved.

A great deal of interest has been stimulated in the course of Industrial Design. More students are taking this work than at any previous time. In working out their problems, three dimensional models must be made and have to be left from day to day in the room in which they are being built. Also settings for the Annual Fashion Show have to be made well in advance of the show. It is imperative in this connection, if these courses are to be developed, that the room in the basement, now occupied as a storage room for wool, be turned over to the Art Department. The Principal urged that steps be taken to clear this room before the first of December.

The Committee, on motion, duly seconded, directed the Principal to confer with Dr. France,to arrange to remove the materials stored in the basement room in the Art School, renting storage space outside the school building if necessary to effect this purpose.

The Principal recommended the purchase of new tools for the department in wood-working and submitted an estimate amounting to $37.50.

On motion, duly seconded, it was resolved to authorize the purchase of tools for the wood-working room in an amount not to exceed $37.50

The Principal announced that Miss Rickert has not returned this year and recommended that the general supervision and direction of the course in Costume Design be under Miss Orth who is well qualified to carry on the work. He explained in detail the new arrangement which would necessitate an assistant and provision for lectures for this department. He recommended the appointment of Miss Ruth Gretz, a former student, and said these arrangements, if approved, would not increase the budget commitments.

On motion, duly seconded, the arrangements made by the Principal in connection with the course in Costume Design were approved.

Two electrical sewing machines are needed for the Costume Design Department and on motion, duly seconded the Principal was authorized to purchase two electric sewing machines at $112.13 each or $224.26 payment to be made from the John T. Morris Fund Income.

The Principal also suggested that new lighting units be installed in room 202 and on motion, duly seconded, it was resolved to expend an amount not exceeding $98. for ten lighting units for room 202, payment to be made from the John T. Morris Fund Income.

The Principal stressed the need for new rugs in both the Assistant Treasurer's office and the Principal's office and on motion, duly seconded, it was resolved to purchase two rugs at a total cost not to exceed $300. for the offices of the Assistant Treasurer and the Principal, payment to be made from the John T. Morris Fund Income.

The report of the Textile School was submitted by the Director who announced that Evening School registration has been very gratifying, now numbering to date 312. The Director was happy to announce that the Collins and Aikman Corporation had again enrolled fifty students in the Evening School, He stressed the need of space to comply with the needs for the instruction in the science of testing materials and recommended the return to the Textile School of the space which is now being used for Museum purposes by the A. J. Wilde Company.

He announed that the Fall Meeting of the Deans of the various Textile Schools, North and South, was held October 19,20 and 21 in New York City. At this meeting which was one of the best the Foundation has held, the Director served as Chairman and Mr. Coxe spoke at the session devoted to color and design in fabrics.

The Textile School has been fortunate in receiving donations in supplies and chemicals amounting to approximately $300.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
NOVEMBER 23, 1938

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, November 23rd 1938 at four o'clock.

Mr. Stokes in the chair, Mrs. Coxe, Mrs. S. Emlen Stokes, Messrs. Gribbel, Hart, Hayward, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The report of the Treasurer to October 31, 1938, was submitted and approved.

On motion, duly seconded, the following refunds were approved:

Art Evening School		
Jacob Sigel	Refund	$30
Textile Evening School		
Edward S. Murphy	"	25.

The Principal reported that most of the many problems in connection with organizing classes have been solved and that instruction is now being conducted in the usual orderly manner.

On November 17th the instructors of the first year students had a meeting to discuss the progress made with the beginners' class.

The Principal reported that out of the 154 first year students registered, 20 are not making satisfactory progress. These students will require careful study. A report in this connection will be prepared for the next meeting of the Committee on Instruction.

He announced that in accordance with instruction of the Committee, the wool room in the basement has been vacated and will now be used for constructive work in connection with the courses in Industrial Design and Stage Craft. He extended thanks to the Director of the Textile School for his cooperation in the matter.

On motion, duly seconded, the following resolution was adopted:

Resolved to install lights and equipment in the basement room to be used for constructive work in connection with the courses in Industrial Design and Stage Craft for a sum of $150., payment to be made from the John T. Morris Fund Income.

The first of the series of lectures in connection with the course in Costume Design was held on Monday evening, November 28th and was received with much enthusiasm.

The Principal announced that the Associate Committee of Women had generously contributed $35. to pay for the cost of one entrant with advertisement in the Fashion Congress. He said that in view of the satisfactory experience in last year's Fashion Congress he felt it advisable to expend a total sum of $75. to enter two models.

On motion, duly seconded, it was resolved to appropriate a sum of $40. in addition to the $35. contributed by the Associate Committee of Women, to cover the cost of two entrants in the Fashion Congress and advertisement in the Program.

The Principal said that the 1939-40 catalogue of the Art School is being compiled.

The report of the Textile School was presented by the Director who said the general average attained throughout the Textile School in the first quarter ended November 8th and was exceedingly good.

The Director again called attention to the crowded condition in the Textile School and stressed the urgent need for the room on the second floor now occupied by the A. J. Wilde Corporation for Museum purposes.

He said that the manner in which the materials taken from the room in the basement are now stored, is very unsatisfactory and that the space available is most inadequate.

The Director recommended, therefore, that a building be erected in the south yard where materials used in connection with instruction in the Textile School could be stored. The Director was instructed to submit recommendations for such a building.

The lighting facilities in the Textile School were discussed.

On motion, duly seconded, it was resolved that the Director request the Philadelphia Electric Company to make a study of the lighting facilities in the Textile School and to make recommendations in this connection before the next meeting of the Committee.

On motion, duly seconded, the following resolution was adopted:

Resolved that the recommendation regarding a refund of $30. To Mr. Baxter (Textile Evening Student) be referred to the Assistant Treasurer and if the matter meets the requirements laid down by the Committee, the refund be granted.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

(No December meeting)

MINUTES OF THE COMMITTEE ON INSTRUCTION January 25,1939

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, January 25th, 1939 at four o'clock.

Mr. Stokes in the chair, Mrs. Coxe, Messrs. Gribbel, Hart, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held November 23, 193 8, were approved.

The report of the Treasurer to December 31, 1938 was submitted and approved.

The Principal reported that ten students of the first year class were advised to discontinue their studies at the school.

He also reported that the first two of the series of lectures given in connection with instruction in the Costume Design course were very interesting. The students of the class are now making plans for the annual Fashion Show.

Mr. Ballinger, instructor in Advertising Design, has 81 students. The Principal advised that as soon as convenient to do so, an assistant be engaged in this department.

On motion, duly seconded, it was resolved to expend a sum of $12. for masonite boards for the drawing class.

On motion, duly seconded, it was resolved to expend a sum of $15. to purchase a back for the Roller-Flex camera for color photography.//The Principal recommended that Mrs. Page be granted the use of the lecture hall for costume modelling in consideration of her instructing the students for the Fashion Show.

The report of the Textile School was presented by the Director who announced the death of Mr. Howard A. Walter, one of the outstanding instructors in the Textile Department.

On motion, duly seconded, the following resolution was adopted:

> RESOLVED, that the Committee on Instruction of the Philadelphia Museum of Art records with a deep sense of loss, the death on January 21, 1939, of Howard A. Walter, instructor in the Philadelphia Textile School.

For twenty-three years, Mr. Walter has been connected with the Textile School. Keenly alive to his duties and opportunities as instructor, he gave to the students of the School a wide training in Chemistry and Microscopy and the sound application of such knowledge to the textile industry. Genial by nature, he was regarded with a deep affection by both the students and the members of the faculty. His place, as instructor and as friend, will be difficult to fill.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to his family.

On motion, duly seconded, it was resolved to pay Mr. Walter's salary for three months to his widow.

In order to fill the vacancy occasioned by the death of Mr. Walter, Mr. Leslie deCosta Ward, was appointed at the same salary; that is, $258.33 per month beginning February 13, 1939.

The Director announced an exhibition of rayon woven fabrics sponsored by the Tennesee-Eastman Corporation and extended an invitation to the members of the Committee to see the display of materials.

In order to extend the class in "Fiber Work" and Microscopy in particular, the Director recommended an expenditure of $200. from the Textile Alliance Fund for this purpose.

On motion, duly seconded, it was resolved to expend a sum not exceeding $200 from the Textile Alliance Fund to extend the class in Fiber Work and Microscopy.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
FEBRUARY 23, 1939

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Thursday, February 23, 1939 at four o'clock.

Mr. Stokes in the chair, Messrs. Hart, Jenks, Hayward, the Principal of the School and the Director of the Textile School.

The minutes of the meeting held January 25, 1939, were approved.

The report of the Treasurer to January 31, 1939, was submitted and approved.

On motion, duly seconded, the following refund and credit to students in the Art School were granted:

Nancee Meyer	Art Day School	Refund	$125.
G. P. Fondersmith	Art Eve "	Credit for 1939-40	25.

The Principal submitted a tentative table of registration for the second semester of the Art and Textile Schools as follows:

Art Day	1st Semester Registration	Left 1st Semester	Entered February	2nd semester Registration
1st year	154	19	19	154
2nd year	128	9	0	119
3rd year	91	4	0	87
4th year	70	2	1	69
sub-total	443	34	20	429
Special	66	3	5	68
Total	509	37	25	497
Textile Day				
1st year	52	4	0	48
2nd year	49	3	0	46
3rd year	47	0	0	47
Sub Total	148	7	0	141
Special	3	0	0	3
Total	151	7	0	144

The Principal announced that an interesting exhibition of sculpture by Harry Rosin,was now on display in the Exhibition Room and that following Mr. Rosin's exhibition there will be one of the work of Paul Frolich. Both Mr. Rosin and Mr. Frolich are members of the Art School faculty.

He was very glad to report that two graduates of the school were honoured in the show at the Academy of the Fine Arts; namely, Mr. Harry Rosin and Mr. Leon Karp. Mr. Rosin's prize sculpture and Mr. Karp's prize painting have been purchased for the permanent collection of the Academy.

The Principal said that next year he would like to hold a series of exhibitions in relation to the major courses given at the school. He recited a tentative schedule which would cost in the neighbourhood of $500.

He announced that the plan adopted at the beginning of the school year of securing professional men and women to address the members of the Design, Fashion Illustration and Industrial Design classes has been very successful.

Mr. Langes, who will speak to the classes in Interior Design and Furniture Design extended an invitation to the classes to visit the "SS New Amsterdam" when it docks at Port Richmond around March 1s

In order to keep the school in the minds of young men and women graduating in the spring, the Principal continued his policy of attending guidance conferences held at the Upper Darby and Abington High Schools. He has planned to appoint instructors in the major courses to attend similar meetings as it is impossible for him to be present at all of them.

On motion, duly seconded, the following purchases were authorized:

payment to be made from the John T. Morris Fund Income:

For the Costume Department	Nurses uniform, Cassock- shovell hat, Febcing costume(Mask and Foil) Long velveteen cloak, dress suit, Wig (black)	$25.
For Room 202	A black-board	30.
A band saw with motor in excellent condition		20.

The Principal said that a letter had been sent to various manufacturing establishments requesting the opportunity to purchase from them well designed modern objects that had been used for advertising purposes and of no further use to them in order to give the students in the school a wider facility for drawing and painting and requested a sum of $25. be appropriated for such purposes.

On motion, duly seconded, it was resolved to appropriate a sum of $25. to purchase objects of modern designs to be used as models in the drawing and painting classes, payment to be made from the John T. Morris Fund Income.

The report of the Textile School was submitted by the Director who said that both teachers and students had lost considerable time during the month on account of illness. He also said that Mr. Ward, who was appointed to fill the vacancy caused by the death of Mr. Walter, was able to take up his duties on February 13th.

The Textile School had the pleasure of entertaining 21 members of what is known as the "Associated Hand Weavers". The Director read a letter from the Secretary of the organization expressing their deep appreciation for the courtesies extended them.

The Secretary of the Corporation raad a letter from Mrs. Howard Walter acknowledging the communication sent to her in accordance with the action taken at the last meeting and expressing her deep appreciation for the generosity and sympathy extended by the Committee.

On motion, duly seconded, the meeting adjourned.

Julius Gilbert
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
March 22, 1939

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, March 22, 1939 at four o'clock.

Mr. Stokes in the chair, Mrs. Patterson, Messrs. Gribbel, Hart Jenks, Mertz , the Principal of the School and the Director of the Textile School.

The minutes of the meeting held February 23, 1939 were approved.

The report of the Treasurer to February 28 1939 was submitted and approved.

The Principal reported that the schedule of invited guest speakers has been completed and that the plans for the Annual Fashion Show are progressing very well. It will be presented on the evenings of Tuesday April 25th, and Wednesday, April 26th, and the afternoon of April 26th, at the Manufacturers and Bankers Club.

The 19th century dresses given to the School by Mrs. Wheeler, will be used during the intermission in a tableau presenting the first meeting of the Associate Committee of Women.

The staging and lighting will be under the direction of Mr. Shuler and Mr. Wyckoff and students in the Stage Craft Course.

He also announced that the Alumni Association will hold their Annual Exhibition and Dinner in the School galleries on April 29th.

He was glad to report progress in connection with the 1939-40 school catalogue.

The Principal reported that Mr. Copeland, who has been on the school staff for thirty years has been unable , owing to a serious illness, to carry on his duties at the School. Mr. Rothermel and Mr. Walton have filled the need in connection with instruction in the class of water colour. If Mr. Copeland is unable to return this year, the Principal recommended the appointment of Mr. Rothermel and Mr. Walton for two half days a week at $5 a half day for the remainder of the school year (Total $420.)

On motion, duly seconded, the following resolutions were adopted:

Resolved to approve the appointment of Mr. Rothermel and Mr. Walton to teach the class in water colour two half days a week for the remainder of the school year, at the rate of $5 a half day or $420. provided, however, Mr. Copeland is unable to return to his duties.

Resolved to continue Mr. Copeland's salary to the end of the present fiscal year.

The report of the Textile School was presented by the Director, Dr. France, who reported the usual progress in the School, stressed the very urgent need for the room now occupied by the A.J.Wilde Company in order to carry on the subjects in microscopy and fibre testing, which subjects are now being taught under much difficulty. He announced that two very enthusiastic groups had been conducted through the Textile School.

The meeting, on motion, duly seconded, then adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION -4-26-1939

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, April 26th, at 4:30 o'clock.

Mr Stokes in the chair, Mrs. Patterson, Mrs. S. Emlen Stokes, Messrs. D'Ascanzo, Gribbel, Hart, Hayward, Jenks, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee held March 22, 1939 were approved.

The report of the Treasurer for the month of March 1939 was submitted and approved.

The Pirncipal reported on the annual Fashion Show which was held in the afternoon and will be repeated at night. He also reported on the results of the Poster Competition for the Philadelphia Zoo May Day in which one of the students of the school won first prize and others won three other prizes of the total of six prizes offered.

The Principal announced that he had received a communication from Mr. Gardner C. Criswell requesting the Committee to award him a diploma from the school. Mr, Warwick reported that Mr. Criswell had passing marks in all his subjects with the exception of one subject, the passing grade of which had been increased since Mr. Criswwll had taken the course. The Principal recommended that the diploma be awarded.

Upon motion, duly seconded, the Principal was directed to award a diploma to Mr. Gardner C. Criswell.

Upon motion, duly secomded, the following credit to a student in the Art School was granted:

Mr. David Berkowitz $ 46.00 Credit to be applied to 1939-40 tuition.

The report of the Textile School was presented by the Director, Dr. France, and on motion, duly secondedm the following refund was approved:

Refund- Mr. M. Bothwell Crigler $100.

On motion, duly seconded, the following resolution was adopted:

Resolved to authorize the Chairman to investigate the advisability of increasing the tuition fee in the Textile School from $285. to $300. as well as to make charges for special courses and to approve such increases in fees as in his judgment would be to the advantage of the Textile School.

The Secretary submitted the resignation of Mrs. H.S. Printiss Nichols as a member of the Committee on Instruction. Various members of the Committee expressed their deep regret at Mrs. Nichol's resignation and upOn motion, duly seconded, the following resolution was adopted:

Resolved that the resignation of Mrs. H.S.Prentiss Nichols be accepted with great reluctance and that the Secretary be directed to notify Mrs. Nichols of their deep regret.

The Chairman stated that there were several vacancies on the Committee and canvassed the Committee regarding new members.

Upon motion, duly seconded, the meeting adjourned.

Julius Bigot
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION 5-24-1939

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, May 24th, 1939 at 4 o'clock.

There were present Mr. Stokes in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Eavenson, Gribbel, Hart, McIlhenny, Mertz, Watkins, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee held April 26th were approved.

The report of the Treasurer for the month of April 1939 was submitted and approved.

The Principal announced that the School year eands Wednesday, May, 31 Preparations are now underway for the Annual Exhibition. Every effort is being made to make this year's exhibition as selective and professional as possible. The exhibition will be opened formally the evening of June 8th and will continue until June 17th. The Commencement exercises will be held on the morning of June 8th in the West Foyer of the Museum. Mr. Charles Childs will speak to the graduates. Sixty diplomas and eleven certificates will be awarded to art students. The prizes will be awarded by Mrs. John Wintersteen of the Associate Committee of Women. The Associate Committee of Women this year has generously contributed to the prize fund.

The O'Hara Summer School has offered a prize to an outstanding student in Illustration which prize includes tuition in the O'Hara Summer School and $15 for materials.

The Principal said that as far as he could ascertain the art school is the only one in which the whole process of lithography is carried out. He also said that next Fall he hopes to arrange exhibitions of the major courses to acquaint the members of the Committee with the currucula of the school. The Instructor of the course will state briefly the objectives of the course to the Committee. This arrangement, he feels, will guide the members of the Committee in meeting the various situations which arise during the year. The Principal extended an invitation to the members recently appointed to visit the Art and Textile Schools.

The report of the Philadelphia Textile School was presented by the Director, who spoke of the difficult year just passed and on the high standards of the School.

The Chairman reported that the tuition fee of the Philadelphia Textile School could be increased from $285. to $300 to take effect in the school year 1939-1940. This action was postponed until

1940-41 because of the fact that the Textile School circular for the year has already been published.

The Chairman submitted the Budgets of the Art and Textile Schools which budgets were unanimously recommended for approval by the Board of Trustees.

On motion, duly seconded, the meeting adjourned.

Willard P. Graham
ASSISTANT SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JUNE 28 1939

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, June 28, 1939, at four o'clock.

Those present were Mr. Stokes, Chairman, Mrs. J. Stogdell Stokes, Messrs. Hart, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting held May 24th, 1939, were approved.

The Treasurer reported that both schools closed the fiscal year with balanced budgets.

The Principal said that at the graduation exercises held in the West Foyer of the Museum, 45 textile students and 54 art school students graduated. Through generous assistance of the Associate Committee of Women, the School was able to present 23 awards to students to visit the World's Fair. The Annual Exhibition of the work of the students was opened on the evening of June 8th with 900 people attending.

The number of students registered in the schools for 1938-1939 was as follows:

ART

Day School	534	
Evening School	255	
Saturday School	187	976

Textile

Day School	151	
Evening School	324	475
Total		1451

The Principal said that in view of the large art school registration and crowded classrooms he is forced to remind the Committee of the urgent need of the room in the second story back now occupied by the Textile School and said that the room should be turned over to the Art Department as soon as possible.

The Principal submitted a schedule of necessary repairs to the school buildings during the summer months and on motion, duly seconded, it was resolved to appropriate a sum of $3000 to cover the cost of necessary repairs to the school building outlined in the schedule submitted by the Principal.

On motion, duly seconded, the following resolution was adopted:

Resolved to authorize the expenditure of $500 to purchase 65 new lockers for the Art School.

The Principal reported that since the course in Fashion Illustration has become increasingly important it has become necessary to secure some one with qualifications and reputation to head this course. He recommended the appointment of Miss Sue Campbell for 3 half days a week at $8 a half day.

It also has been necessary to secure an assistant for Mr. Ballinger in the course of Advertising Design for five half days a week at $5 a half day.

This problem has been solved by transferring Morris Berd from the lettering class. The Principal, therefore, recommended the appointment of Harold Zimmerman to fill the vacancy in the lettering class for four half days a week at $5 a half day.

In discussing the course in Interior Decoration with Mr. Mertz, the Principal said they felt the need of a person capable of unifying and directing the work. He advised the appointment of Miss Jessie Wissler to take the place of Mrs. Overturf for four half days a week at $10 a half day.

The Principal also recommended the appointment of Mr. Riggs for the class in rendering for 2 half days a week at $15 a half day.

On motion, duly seconded, the following appointments were approved:

Fashion Illustration
Miss Sue Campbell
3 half days a week @ $8 a half day

Assistant Advertising Design
Mr. Morris Berd
5 half days a week @ $5 a half day

Lettering
Mr. Harold Zimmerman
4 half days a week @ $5 a half day

Interior Decoration
Miss Jessie Wissler
4 half days a week @ $10 a half day

Rendering
Mr. Robert Riggs
2 half days a week @ $15 a half day

On motion, duly seconded, the following credit was approved:

Miss Jane Dougherty registered Saturday class for 1937-1938 Paid fee of $10. Credit was granted January 26th 1938 to be used 1938-1939 Saturday Classes. The credit was not used in 1938-1939. ~~Therefore~~, credit of $10. was approved for 1939-1940 day classes. The
Not

The report of the Textile School was presented by the Director, Dr. France, who said that the year just closed was a successful one and spoke briefly regarding the plans for the next scholastic year.

Due to the fact that there is now no place to store raw materials, cotton, machine parts, etc, the Director recommended the purchase of a sheet metal garage at a cost not to exceed $350 to be placed in the south yard.

On motion, duly seconded, the Director of the Textile School, was authorized to purchase a sheet metal garage for storage at a cost not to exceed $350.

The Director stated that the "A" rafters of the rear buildings needed immediate attention.

On motion, duly seconded, the Chairman was empowered to approve bills necessary to make the repairs to the "A" rafters of the School building,

The Director submitted a list of donations made to the Textile School as follows:

Fletcher Works Inc.	Materials valued at $170.
Thomas Halton's Sons	Materials values at $125.

On motion, duly seconded, the thanks of the Committee was extended to the Fletcher Works, Inc. and to Thomas Halton's Sons for their generosity to the Textile School.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
SEPT. 27, 1939

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, September 27, 1939 at four o'clock.

Those present were Mr. Stokes, in the chair, Messrs. Child, Eavenson, Gribbel, Hart, Hayward, Jenks, Mertz, Sims, Watkins, the Principal of the School and the Director of the Textile School.

The minutes of the meeting held June 28, 1939, were read and approved.

The Principal submitted the following tables of comparison in connection with registration in the Art and Textile Schools as of September 27th, 1939 and of the same date of the years 1938-and 1937;

ART DAY CLASSES

	1st	2nd	3rd	4th	Total Full Time Students	Part Time	Total
1939	151	119	99	50	449	21	470
1938	146	124	86	58	414	29	443
1937	135	111	79	68	393	40	433

TEXTILE DAY CLASSES

	1ST year	2nd year	3rd year	TOTAL
1939	62	41	39	142
1938	49	48	46	143
1937	68	61	45	174

The Principal said that while the registration varies considerably in the different classes from year to year the total in the Art Department showed a steady increase.

The Principal announced that certain new equipment as well as replacements for the coming year, are necessary.

He recommended an appropriation of $300. to be used for the purchase of chairs, trestles, tables, easels and draperies.

On motion, duly seconded, the sum of $300 was approved for the purchase of chairs, etc., payment to be made from the John T. Morris Fund Income.

The Principal reported the following appointments to the faculty had been made:

Jessie Wissler, Interior Decoration; Robert Riggs, Illustration Edward Goodell, Photography, Sue Campbell, Fashion Illustration, Harold Zimmermann, Lettering, and Harold Reigger, Pottery. With the appointment of Mr. Reigger, the Principal hoped the course in pottery would develop into an outstanding department of the School.

In order the complete the equipment in the pottery department the following purchases were recommended: a filter press for $125. a jigger wheel for $275 and a high templ muffle kiln for $600.

On motion, duly seconded, the sum of $1,000 was appropriated for the above equipment, payment to be made from the Baugh Barber Fund Income.

The Principal recommended the following appointments:
Mr. Benton Spruance to give 24 lectures on the History of Art at the rate of $15. a lecture or a total of $360.
Katherine Barnes to teach water colour in the Saturday morning Junior class at $4 a half day or $104 for 26 weeks.

On motion, duly seconded, the appointment of Mr. Spruance and of Miss Barnes were approved.

On motion, duly seconded, the following refund was granted:

Margaret Wood - Art Day Classes - Fee Paid $137 - Refund $55.
Miss Wood is discontinuing all classes excepting jewelry (three half days a week) on the advice of her physcian.

The report of the Textile School was presented by the Director Dr. France, who said that during the summer, repairs to machinery and general upkeep of appliances, shafting, hangers, motors and looms together with work in the departments of chemistry and dyeing were made by the staff of the Philadelphia Textile School.

In the jacquard design and coloring department it was necessary to renew another machine. Such machines are worth $125.

The Director was glad to report that the Halton Machine Company has donated such a machine - the Textile School paying for labor in connection with the installation. This charge amounts to $50. The Steel Heddle Company has provided the heddles for the machine which donation amount s to $75.

On motion, duly seconded, the following resolutions were adopted:

Resolved to appropriate $50 to pay for the cost of labor in connection with the gift to the Philadelphia Textile School from the Halton Machine Company, payment to be made from the Expense Account.

Resolved that the Secretary of the Corporation be instructed to extend the thanks of the Committee to the Halton Machine Company and to the Steel Heddle Company for their generosity to the Textile School.

The Director said that nine foreign students were among those registered for study this year.

The Director reported that a portion of the present smoke stack had to be renewed and that the work would include two upper sections of the stack. The Director said that he had consulted with a reliable company in this connection and that the cost of such work would amount to $530.

On motion, duly seconded, the Director of the Textile School was authorized to engage the services of a capable engineer to do the necessary work on the smoke stack at a cost of $530.

The Director reported that the Collins and Aikman Company had registered forty evening students and was happy to report that the School was able to include the course of Microscopy of Textile Fabrics which was urgently requested by this company.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
SEPTEMBER 27, 1939

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, September 27 at four o'clock.

Those present were Mr. Stokes, in the chair, Messrs. Child, Eavenson, Gribbel, Hart, Hayward, Jenks, Mertz, Sims, Watkins, the Principal of the School and the Director of the Textile School.

The minutes of the meeting held June 28, 1939, were read and approved.

The Principal submitted the following tables of comparison in connection with registration in the Art and Textile Schools as of September 27th, 1939 and of the same date of the years 1938-1937:

ART DAY CLASSES

	1st	2nd	3rd	4th	Total Full Time students	Part-time	TOTAL
1939	151	119	99	80	449	21	470
1938	146	124	86	58	414	29	443
1937	135	111	79	68	393	40	433

TEXTILE DAY CLASSES

	1ST YEAR	2nd YEAR	3rd YEAR	TOTAL
1939	62	41	39	142
1938	49	48	46	143
1937	68	61	45	174

The Principal said that while the registration varies considerably in the different classes from year to year the total showed a steady increase.

The Principal announced that certain new equipment as well as replacements for this coming year, are necessary.

He recommended an appropriation of $300 to be used for the purchase of chairs, trestles, tables, easels and draperies.

On motion, duly seconded, the sum of $300 was approved for the purchase of chairs, etc., payment to be made from the John T. Morris Fund Income.

The Principal reported the following appointments to the faculty had been made:

Jessie Wissler, Interior Decoration; Robert Riggs, Illustration; Edward Goodell, Photography; Sue Campbell, Fashion Illustration; Harold Zimmerman, Lettering and Harold Riegger, Pottery.

With the appointment of Mr. Riegger, the Principal hoped the course in pottery would develop into an outstanding department of the School.

In order to complete the equipment in the pottery department the following purchases were recommended: a filter press for $125.; a jigger wheel for $275. and a high temp muffle kiln for $600.

On motion, duly seconded, the sum of $1000 was appropriated for the above equipment, payment to be made from the Baugh-Barber Fund Income.

The Principal recommended the following appointments:
Mr. Benton Spruance to give 24 lectures on the History of Art at the rate of $15. a lecture or a total of $360.

Katherine Barnes to teach water colour in the Saturday morning junior class at $4 a half day or $104. for 26 weeks.

On motion, duly seconded, the appointment of Mr. Spruance and of Miss Barnes were approved.

On motion, duly seconded, the following refund was granted:

Margaret Wood - Art Day Classes
Fees paid $137. refund $55. Miss Wood is discontinuing all classes excepting jewelry (three half days a week) on the advice of her physcian.

The report of the Textile School was presented by the Director Dr. France, who said that during the summer, repairs to machinery and general upkeep of appliances, shafting, hangers, motors and looms together with work in the departments of chemistry and dyeing were made by the staff of the Philadelphia Textile School.

In the jacquard design and coloring department it was necessary to renew another machine. Such machines are worth $125.
The Director was glad to report that the Halton Machine Company has donated such a machine - the Textile School paying for labor in connection with the installation. This charge amounts to $50. The Steel Heddle Company has provided the heddles for the machine which donation amounts to $75.

On motion, duly seconded, the following resolutions were adopted:

Resolved to appropriate $50 to pay for the cost of labor in connection with the gift to the Philadelphia Textile School from the Halton Machine Company, payment to be made from the Expense Account.

Resolved that the Secretary of the Corporation be instructed to extend the thanks of the Committee to the Halton Machine Company and to the Steel Heddle Company for their generosity to the Textile School.

The Director said that nine foreign students were among those registered for study this year.

The Director reported that a portion of the present smoke stack had to be renewed and that the work would include two upper sections of the stack. The Director said that he had consulted with a reliable company in this connection and that the cost of such work would amount to $530.

On motion, duly seconded, the Director of the Textile School was authorized to engage the services of a capable engineer to do the necessary work on the smoke stack at a cost of $530.

The Director reported that the Collins and Aikman Company had registered forty evening students and was happy to report that the School was able to include the course of Microscopy of Textile Fabrics which was urgently requested by this company.

On motion, duly seconded, the meeting adjourned.

Julius Forgat
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
OCTOBER 25, 1939

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets October 25th, 1939, at four o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Cavendish, Mrs. S. Emlen Stokes, Mrs. J. Stogdell Stokes, Messrs.D'Ascenzo, Eavenson, Hart, Hayward, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting held September 27th, 1939, were approved.

The report of the Treasurer was submitted and approved.

In accordance with the plan set forth last spring by the Principal to acquaint the members of the Committee with the work of both the students of the school and the faculty through exhibitions, etc., Mr. Spruance explanied to the Committee the work of his class. An exhibition of lithography - the work of various members of the faculty - was on display in the exhibition room. Members of the Committee was invited to view this exhibition after the meeting adjourned.

The Principal said that as of October 25, 1939, the registration in the Art and Textile Schools was as follows:

Art Day Classes			
	1st year	154	
	2nd year	128	
	3rd year	91	
	4th year	71	
		444	Total Regular
	Special	68	
		512	Total
	Art Evening	251	
	Art Sat.	174	
		937	Total Registration Art School
Textile Day Classes			
	1st year	52	
	2nd year	49	
	3rd year	47	
		148	
	Textile Eve	322	
		470	Textile Registration.

The total registration in both schools is 1,407.

On recommendation of the Principal the following refunds were granted to students in the Art and Textile Schools:

REFUNDS Art School

Jean E. Arnold	Art Day Classes Paid $10	refund	$10
Agnes Hansen	Art Day Classes Paid $132	"	117
Anna Elizabeth Woll	Art Day Classes Paid $127	"	117
Alma Orlowitz	Art Day Classes Paid $25	"	25
Edna M. Phillips	Art Day Classes Paid $30	"	30
Vera D, Fischer	Art Evening Classes Paid $45	"	45
Frances Storch	Art Evening Classes Paid $47	"	47
Frank A. Keefe	Art Evening Classes Paid $45	"	45
Harry G. Vineberg	Textile Evening Classes Paid $30	"	30
John W. Beaber	Textile Evening Classes Paid $15	"	15
Baruj Benacerraf	Textile Day Classes Paid $290	"	171

The Principal said that the purchase of many necessities was urgent and recommended the following:

six casts @ $25	$150
equipment for the design course	200

The Principal said that a shop man would be needed for the Design Room to oversee the students in handling the equipment to prevent abuse and to keep the equipment in good working condition.

On motion, duly seconded, the following resolutions were adopted:

Resolved to authorize the purchase of six casts @ $25 ($150)

Resolved to authorize the purchase of equipment for the Design room at a cost not to exceed $200., payment to be made from the Morris Fund Income.

Resolved to engage a shop man for the Design room to look after the newly acquired equipment.

The Principal said that an additional typewriter and a computing machine ~~was~~ were needed in the Registrar's office.

On motion, duly seconded, the Registrar was authorized to purchase an additional typewriter and a computing machine for use in the Registrar's office for a sum not to exceed $250.

Mr. Pitz's Illustration class is very large, numbering 161, and an assistant is very much needed. The Principal recommended the appointment of Donald Cooke to teach one-half day a week @ $5 a half day for 32 weeks.

On motion, duly seconded, the appointment of Donald Cooke to assist Mr. Pitz for one-half day a week @ $5 a half day for 32 weeks was approved.

The first lecture in the series in connection with the course in Costume Design was given by Mr. Edward Stevenson, head designer for RKO Radio pictures. The lecture was very interesting and was received enthusiastically by the students and others who attended.

The report of the Textile School was submitted by the Director who said that the registration was about the same as last year. He said that the course in Textile Miscroscopy has been completely organized and much appreciated by the students. The Director reported on the Fall meeting of the Deans of eleven textile schools of the country which was held in the Roosevelt Hotel, New York City, on October 11, 12 and 13. From an educational standpoint the Director said the meeting was the best held so far. Outstanding men specializing in various fields of the textile industry gave most valuable and interesting talks.

The Director reported that it was necessary to engage an extra carpenter for a period of three weeks to make necessary repairs to the buildings.

On motion, duly seconded, the Director was authorized to engage an extra carpenter for a period of three weeks.

Mr. France was happy to report that repairs to the smoke stack have been carried out satisfactorily as authorized at the last meeting of the Committee,

The Director said that the hot water boiler in the basement of the Art School was in need of repairs and said that examintion revealed that a new boiler would be necessary.

On motion, duly seconded, the Director was authorized to purchase a new boiler for hot water at a cost not to exceed $300.

Mr. Eavenson suggested that in his judgement it would be a mistake to construct a sheet metal building in the school yard for storage. After thorough discussion of the matter, upon motion, duly seconded, the following resolution was adopted:

Resolved that the action of the Committee in approving the construction of a sheet metal building for storage purposes be rescinded.

The Committee discussed the question of available space for both the Art and Textile Schools. It was suggested that a survey be made of the school buildings to see if a better arrangement of available space could be made.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that a committee consisting of Messrs. Eavenson, Hart and Hayward be appointed to study the question of available storage space and to submit recommendations regarding selling or otherwise disposing of machinery and other equipment which may have little use from an educational standpoint.

Upon motion, duly seconded, the Secretary was instructed to communicate with the Philadelphia Electric Company to request a survey be made of the electrical equipment throughout the entire school building.

On motion, duly seconded, the meeting adjourned to inspect the exhibition of lithographs.

Julius Bright
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
November 22, 1939

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, November 22,1939 at four o'clock.

Mr. Stokes in the chair, Mrs. J. Stogdell Stokes, Messrs. Eavenson, Gribbel, McIlhenny, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee held October 25th 1939, were approved.

This month the Principal introduced another member of the faculty, Mr. Clyde Shuler who spoke on the Course of Industrial Design.

The report of the Treasurer was submitted and approved.

The Treasurer submitted a report of arrangements made by the Assistant Treasurer with various students for deferred payment of their tuition, which arrangements, upon motion, duly seconded, were approved.

On motion, duly seconded, the following refunds were approved:

Evening Classes:

C. Lewis Maurer, Jr.	refund	$15.00
Frances M. White	"	20.00

The Principal reported that at this time each year, students who show little aptitude for serious work are dropped in order to maintain the professional standards of the School.

On motion, duly secomded, the Principal was authorized to dismiss from the school such students as, in his opinion, have not made sufficient progress in their studies.

The Principal announced that the Spring Fashion Show will be held at the Manufacturers' and Bankers' Club on April 16 and 17.

He reported that on Dec. 14th at the luncheon meeting of the Federation of Women's Clubs and Allied Organizations, the School will give a short tableau representing the museum of yesterday and today - Mr. Wyckoff and Mrs. West having charge of the historical setting; Miss Orth the present day picture.

On motion, duly seconded, the following purchases were approved:

One band saw, etc	$31.00

The report of the Textile School was presented by the Director, Dr. France, who said that the first quarter has been completed and that the standing of the classes has been in keeping with last season.

Donations for the month to the amount of $100.98 were reported.

In accordance with instruction of the Committee, the Secretary reported that a representative of the Philadelphia Electric Company had made a tour of the building Friday, November 24th and will submit his report and recommendations at an early date.

On motion, duly seconded, the meeting adjourned to visit the painting exhibition of Mr. Paul Froelich, teacher of painting at the School.

Julius Giegel
SECRETARY

DECEMBER MEETING OF THE COMMITTEE
WAS CANCELLED.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JANUARY 24, 1940

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, January 24, 1940, at four o'clock.

Mr. Stokes was in the chair, with Mrs. Cavendish, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. Childs, D'Ascenzo, Eavenson, Jenks, Sims and the Principal of the School present.

The minutes of the meeting of the Committee held November 22, 1939, were approved.

This month the Principal introduced Mr. Ballinger, another member of the faculty who gave a talk on advertising design.

The report of the Treasurer was submitted and approved.

The Principal advised the Committee that certain requirements may have to be met before the School can award the degree of Bachelor of Applied Art to students being graduated from the School.

The Principal said that a new rug was badly needed for the Board Room and felt that a rug could be secured for $360.

On motion, duly seconded, the Principal was authorized to purchase a rug for the Board Room for $360.

On account of the approaching Fashion Show, the Principal announced that Miss Gretz, assistant in the department of Costume Design, has been engaged for an extra half day a week, at $3 the half day.

On motion, duly seconded, the action of the Principal in engaging Miss Gretz for an extra half day a week at $3 from January 15, 1940, was approved.

On motion, duly seconded, the following refunds were granted to a student in the Art School and to a student in the Textile School:

Mary Kerbaugh	Art Day Classes	Paid $60	Refund $30.
Henry Ejdys	Tex. Evening Classes	" 15	" 15.

The Principal was happy to report that an interesting problem was given to the Advertising Design Class by the Union Pacific's Advertising Managers for the Sun Valley Dude Ranch. Ten of the designs were accepted and paid for and will be used in the summer advertising campaign of the Union Pacific. The students of the Advertising Design Department are also working on posters for the Fashion Congress.

Mr. Mulford, Art Editor of the Farm Journal, volunteered to submit as a problem a cover design for the Farm Journal. He then criticized the work in a professional manner which was appreciated by the students.

Mrs. West's and Mr. Wyckoff's classes in Stage Design have had the experience of making costumes for the Philadelphia Opera Company for Faust, Figaro and Madame Butterfly. They also took part in the production as supervisors, giving their students the opportunity of getting interesting views of back-stage activities.

Mr. Warwick reported that Miss Hall, instructor for many years at the School, had met with a serious accident early in December which made it impossible for her to carry on her duties at the School. He is happy to report that she is now recovering, and will soon be able to resume her duties.

In the absence of the Director, the Secretary read the report of the Textile School. Dr. France reported generally on the records of the Textile School and brought to the attention of the Committee the need of humidifiers for the wool carding and spinning department. He reminded the Committee that to date a plaque commemorating the memory of Mr. Patterson had not yet been placed in the foyer of the building .

In the absence of the Director, no action was taken by the Committee.

The meeting then adjourned to attend a tea in the Lecture Room given to the faculty by Mrs. J. Stogdell Stokes.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
FEBRUARY 28, 1940

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, February 28, 1940 at four o'clock.

Mr. Stokes was in the chair, with Mrs Cavendish, Messrs. Eavenson, Gribbel, Hart, Jenks, Mertz, Sims, Watkins, the Principal of the School and the Director of the Textile School present.

This month the Principal introduced Mr. Wyckoff, a member of the faculty, who gave a talk on stage-craft.

The Minutes of the meeting of the Committee held January 24, 1940 were approved.

The report of the Treasurer was submitted and approved.

The Principal submitted a table showing the total registration in the Art and Textile Schools as of February 28, 1940, the beginning of the second semester as follows:

Art Day	1st Sem. Registration	Left 1st Semester	Entered February	2nd Sem. Registration
1st year	161	13	13	161
2nd year	126	7	2	121
3rd year	100	5	2	97
4th year	84	8*	0	76
Sub total	471	33	17	455
Part time	53	3	6	56
TOTAL	524	36	23	511
Textile Day				
1st year	67	6	0	61
2nd year	41	1	0	40
3rd year	40	0	0	40
Sub total	148	7	0	141
Part time	1	0	1	2
TOTAL	149	7	1	143

The Principal reported that out of thirteen scholarships awarded students for the mid-year term by the Board of Education of the City of Philadelphia, eight students selected this School. He also reported that a student from the Tyler School of Fine Arts had had the scholarship granted by the Board of Education transferred to this School.

On motion, duly seconded, the following students were granted refunds:

Art Day Classes

Edith Doak	Paid	$125	Refund $125
Lilliam M. Rankin	"	125	" 125
R. Douglas Tompkins	"	125	" 125

The Principal said that in order to secure the type of calculating machine needed for the Registrar's office an additional sum of $150. should be appropriated which makes the total amount for the typewriter and calculating machine $400.

On motion, duly seconded, it was resolved to appropriate an additional sum of $150. to secure a calculating machine for the office of the Registrar.

The Principal said that Mr. Gillyatt, who has been employed by the School for 36 years as carpenter, retired from active service as of January 20, 1940.

On motion, duly seconded, the following resolution was adopted:

Resolved that Mr. Gillyatt, carpenter at the School for 36 years, be retired as of February 29, 1940 and receive an allowance at the rate of $50 per month, such allowance to be included in the Joint School Budget for yearly consideration by the Trustees.

The Principal reported that the third in the series of lectures given in connection with the course in Costume Design, was given Monday evening, February 13 by Madame Lyolene of Heim Jeunes Filles, Paris . At present she is in New York designing a collection for Hattie Carnegie, The students were greatly interested in her talk.

The New York office of International Fashions lent 25 lace gowns for an exhibition for the benefit of the students. These gowns were made by leading couturiers of Paris.

The Principal said that the excellent exhibition of Industrial Design recently shown at the School was under the direction of Messrs. Shuler and Wyckoff. Such outstanding men as Walter Darwin Teague, Henry Dreyfuss, Raymond Lowery, Russell Wright, Egmond Arens were represented by exceedingly fine examples in their respective fields of Industrial Art. Mr. Shuler was successful in securing Mr. Sang of the Arens' Studios to talk to the students on the subject of packaging. The students have been very generous in their expression of appreciation.

Rohn and Haas Co. Inc. manufacturers of chemicals and makers of Plexiglas and Chrystalite sent two of their representatives to the School one to lecture and the other to demonstrate these new materials. The Company has advised us that they have many feet of "seconds" that are perfectly adaptable for ordinary purposes. The representative has assigned a problem to the Industrial Design students to design a household article that would convert these "seconds" into a commercial use.

In the remodelling of the Ceramic Department it was necessary to go to a greater expense than was anticipated. The Principal, therefore, requested the adoption of the following resolution:

Resolved to approve the action of the Principal in expending an additional sum of $300 for use in the Ceramic Department, payment to be made from the Baugh-Barber Fund Income.

On motion, duly seconded, the above resolution was approved.

From March 27 to 30 the Eastern Arts Association will hold their 1940 Convention in Philadelphia at the Bellevue-Stratford. The Art Schools will be represented. The Principal recommended that the School engage space for this occasion for exhibition.

On motion, duly seconded, it was resolved that the School engage floor space for $30 in order to participate in the display at the Bellevue Stratford in connection with the Convention of the Eastern Arts Association March 27-30.

The report of the Textile School was presented by the Director, Dr. France, who reported generally in connection with the Textile School.

The question of the humidifiers for the wool carding and spinning departmen was referred to a committee consisting of Mr. Eavenson, Chairman, Messrs. Hart and Hayward for study and report.

The Chairman reported a communication had been received from William D. Lippincott, Esquire, to the effect that the School has been bequeathed a sum of $10,000 by William H. Ely, deceased. This amount will not be received until the death of his sister who has alife interest in the estate. The income from the fund is to be used for scholarships.

On motion, duly seconded, the meeting adjourned.

Julia Zieger
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
MARCH 27, 1940

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, March 27 1940 at four o'clock.

In the absence of the Chairman, Mr. Jenks was in the chair. There were present Mrs. Cavendish, Messrs. Eavenson, Gribbel, Hayward, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee held February 28, 1930, were approved.

The report of the Treasurer was submitted and approved.

The Treasurer submitted a list setting forth arrangements made by the Assistant Treasurer with students to make deferred payment of their tuition for the second semester.

On motion, duly seconded, the arrangements made with 60 students in the Art Department and 9 students in the Textile Department by the Assistant Treasurer for deferred payment of tuition for the second semester were approved.

Mrs. Cavendish spoke briefly on the forthcoming Fashion Show and on the work in connection with the Costume Design Department.

The Principal said that due to the spring vacation he was unable to have an instructor to address the committee. Instead he had placed upon the wall, designs which had been entered in a competition sponsored by S. Kind and Sons, Jewelers.

The Principal said that it was necessary to secure additional equipment for the woodworking department. He suggested the purchase of the following articles:

A Stanley Grinder (sand paper wheel-grinding wheel)	$ 49.50
Crecent band saw	242.40
Delta lathe motor	40.00
Jacobs chuck	10.00
"C" clamps (steel 8" and 12")	12.00

On motion, duly seconded, it was resolved to approve the purchase of the above equipment for the woodworking department at a total cost of $354.

The Principal spoke briefly regarding the Eastern Arts Association Convention held in this City from March 27 to 30 . He was Chairman of the Art Committee.

The Chairman announced the death of the engineer Mr. Ellis Purner who had been employed here for over 25 years.

On motion, duly seconded, it was resolved to pay Mr. Purner's salary up to May 31, 1940 to his widow.

On motion, duly seconded, the following resolution was adopted:

Resolved to authorize the Assistant Treasurer of the Corporation to make the necessary arrangements for the proper maintenance of the school buildings.

The Director of the Textile School reported that he had engaged a carpenter, William Mann, to fill the position left vacant by the retirement of Mr. Gillyatt. He also spoke briefly regarding the Annual Knitting Arts Exhibition in April.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
APRIL 24, 1940

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, April 24, 1940 at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Messrs. Coiner, D'Ascenzo, Eavenson, Gribbel, Hart, Hayward, Jenks, McIlhenny, Mertz, the Dean of the School and the Director of the Textile School.

Miss Orth, who is in charge of the course in Costume Design, spoke briefly regarding the work under her direction.

The minutes of the meeting of the Committee held March 27, 1940, were approved.

The report of the Treasurer was submitted and approved.

On motion, duly seconded, the following refund was approved:

Textile Day Class

W. C. Bracey Paid $85. refund $51.

Mrs. Cavendish said that the Fashion Show was a great success, showing to three capacity houses. Sixty-five garments designed and made by the students were displayed. Prizes will be awarded at the Commencement Exercises in June.

Mr. Warwick announced that the competition sponsored by S.Kind and Son was very interesting and that the first prize was awarded to Paul Nonnast.

He also told the Committee that Mr. Ballinger, instructor in Advertising Design, had won the Baron-Collier Medal in the 19th Annual Art Directors Show in New York City, and that Mr. Riggs, another instructor in the School, had won a first medal for black and white design in a competition sponsored by the Philadelphia Savings Fund Society. The class in Advertising Design has been asked to submit drawings for the program cover for the Philadelphia Orchestra.

On motion, duly seconded, the following resolution was adopted:

Resolved to purchase four books for the School library to the amount of $31.05, payment to be made from the John T. Morris Fund Income.

The Dean reported that he and members of the faculty had spoken to prospective students at conferences held at the

Abington High School, the John Bartram High School, Cheltenham Township High School, Lansdale High School, Upper Darby Senior High School and Lower Merion Senior High.

The new Art School catalogue was submitted to the members of the Committee.

The Director of the Textile School reported the need of a wool spinning frame.

On motion, duly seconded, the matter regarding the purchase of a wool spinning frame was referred to the Textile Committee with power to act.

The Director also spoke briefly regarding the thirty-sixth Annual Knitting Arts Exhibition held in Convention Hall Annex April 15-16-17-18 and on the Textile Foundation Spring Meeting of the Deans of the Textile Schools.

Mr. Hayward spoke on the Textile Exhibition recently held under the auspices of the Phi Psi Textile Fraternity at the Bellevue-Stratford Hotel. One gold medal was awarded to a member of the local chapter of the fraternity and another medal to the American Woolen Company.

Incidentally, Mr. Hayward pointed out, the Phi Psi Fraternity originated at the Philadelphia Textile School.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
MAY 22, 1940.

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, May 22, 1940 at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. Eavenson, Hart, Hayward, Jenks, McIlhenny and the Dean of the School.

Mr. Pitz, instructor in the course of Illustration, spoke briefly regarding the work in this department.

The minutes of the meeting of the Committee held April 24, 1940, were approved.

The report of the Treasurer was submitted and approved.

The Treasurer submitted the budget of the Art School which, after due consideration, was unanimously recommended for approval by the Board of Trustees.

On motion, duly seconded, the following resolution was adopted:

Resolved that Dr. Edward W. France, retiring Director of the Philadelphia Textile School, be granted an honorarium not to exceed $2,000. in any one year, such honorarium to be included in the Textile School's annual budget for yearly consideration by the Trustees.

The Dean said that in accordance with instruction received from the Department of Public Instruction, Harrisburg, adjustments are being made in the academic faculty in order to enable the School to grant degrees to students satisfactorily completing the courses for Teachers' Training. The School will now be put on the approved list and will start the Degree Course in the Fall. He expressed his deep appreciation of the courtesy extended the School by Mr. C. Valentine Kirby whose assistance in this connection was very helpful as well as the efforts of Dr. Harry Klonower.

Mr. Warwick announced that the commencement exercises will be held in the West Foyer of the Museum on Thursday morning June 6 at ten o'clock. Mr. Henry Clifford, Associate Curator of Paintings at the Museum, will be the speaker.

The Annual Exhibition of the work of the students will open on the evening of June 6. The exhibition will continue to June 15.

The Dean told the Committee that at the exhibition of book bindings held at the Franklin Institute the circular of the Art School was displayed and received much favourable comment. The circular was considered one of the eight finest pieces of binding done by the Excelsior Binding Company.

The last of the series of lectures in connection with the Costume Design Course was given May 9 by Miss Helen Holway, Personnel Director of The Blum Store.

The report of the Textile School was submitted by Mr. Hart who said that written examinations are now underway and preparations are being made for the annual exhibition.

On motion, duly seconded, the meeting adjourned, to attend a tea given to the faculty by Mrs. J. Stogdell Stokes.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JUNE 26, 1940.

The stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, June 26, 1940, at four o'clock.

There were present, Mr. Stokes in the chair, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Evanson, Hart, Jenks, and the Dean of the Art School.

The minutes of the meeting of the Committee held May 22, 1940, were read and approved.

The report of the Treasurer was submitted and approved.

The Dean submitted a detailed account of the Degree Courses which the School will put into effect this coming year. He explained that these courses had received the approval of the State Council of Education.

The students of the School, the Dean announced, were very successful in a recent Fortune Magazine Competition. This competition was open to professionals as well as interested students.

The Dean suggested that $100. be appropriated for lantern slides.

On motion, duly seconded, the following resolution was adopted:

Resolved that Mr. Warwick be authorized to expend $100 for the purchase of lantern slides, payment to be made from the John T. Morris Fund Income.

The Dean said it was considered very desirable that in addition to funds already provided for repairs and improvements to the school building, an additional appropriation of $850. be made.

On motion, duly seconded, it was resolved to authorize the expenditure of $850. in addition to the funds already provided in the Budget for repairs and improvements to the school building.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Dean of the Art School in cooperation with the Dean of the Textile School be directed to study space requirements for both schools so that plans may be made to provide the necessary rooms for the proper functioning of both schools.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Chairman of the Committee be authorized to engage Mr. Sydney E. Martin to make a study of the school's requirements, the location of the building to be at Broad and Pine Streets.

Mr. Stanley Hart suggested that certain expenses be made for the improvement of the courses in the Textile School.

On motion, duly seconded, the following resolution was adopted:

Resolved to approve the following expenditures:

$1,000. for travelling and incidental expenses for the Dean and members of the Textile School faculty designated by the Dean for research in mills and other places related to the textile industry.

500. for books toward establishing a textile library

4,500. for improvement of the sanitary facilities of the Textile School .

On motion, duly seconded, the following resolution was adopted:

Resolved that the Chairman of the Committee on Instruction be authorized to approve such expenditures as in his judgement are justified in improving the office of the Dean of the Textile School; in securing new equipment for the Textile School; in providing a proper supply room for the Textile School or in cooperation with the Art School and such other improvements to the Textile School as the Chairman may consider proper.

On motion, dilu seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-Sept.25,1940

The meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, September 25, 1940, at four o'clock.

There were present Mr. Stokes in the chair, Messrs. Eavenson, Gribbel, Hart, Hayward, Jenks, McIlhenny, Mertz, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held June 26, 1940, were read and approved.

The report of the Treasurer was submitted and approved.

The Dean of the Art School submitted the following comparative table showing the total registration as of September 25, 1940 and September 25, 1939:

	1939	1940
1st year	151	131
2nd year	119	129
3rd year	99	94
4th year	80	86
SUB TOTAL	449	440
Specials	22	28
TOTAL	471	468

On motion, duly seconded, the following refunds to students registered in the Art Department were granted:

Day Classes

Lemeta Goodwin	Paid	$117	Refund	$117.

Special Art Day Class

Emilie Heilprin	"	25.	"	25.

Mr. Warwick reported certain adjustments were necessary for changes in the curriculum; 1) the course in Fashion Illustration under the direction of Miss Campbell had increased to such an extent that it is impossible for the Costume Design students to meet with the enlarged class. The registration in Fashion Illustration is 42 - Costume Design 20. He recommended the appointment of Miss Elsie Siratz to teach the Costume Design students in Fashion Illustration one-half day a week a total of 32 half days @ $5 - $160.; 2) in order to meet the State requirements in the degree granting course, the appointment of Dr. Norris for two extra half days a week, increasing Dr. Norris's salary $400. ($1600. to $2000) as full time professor in Teacher Training Education Course.

The Dean also made the following recommendations:

1) instruction two evenings a week in Fashion Illustration instead of one as formerly provided.

2) the appointment of Miss Helen Hartel as instructor - the extra evening would amount to 26 evenings @ $5 - $130.

On motion, duly seconded, the above recommendations made by the Dean of the Art School were approved.

Mr. Warwick announced with regret the illness of Miss Mabel Hall, an instructor for 27 years, who will be unable to assume her duties until the second semester. He suggested the appointment of Mr. Rothermel at $9 a half day - $576. for two half days a week and the appointment of Miss Grace Norcross for two half days a week at $8. a half day - $512. as far as the budget will permit, to carry out the schedule in second year drawing classes and the study of anatomy.

He also recommended the payment of Miss Hall's salary until February 3, 1941.

On motion, duly seconded, the recommendations of the Dean in connection with second year drawing and anatomy instruction were approved

On motion, duly seconded, it was resolved to pay Miss Mabel Hall's salary until February 3, 1941.

Mr. Warwick said that he had discussed with Mr. Stokes and Mr. Zieget the problems that will arise and have already arisen concerning national conscription. He reported the final decision; 1) probate the amount of fee paid for the months away from the school, or 2) hold tuition to be applied in the future when the student can re-enter the school.

On motion, duly seconded, the decision of the Dean in connection with national conscription was approved.

Mr. Riegger, instructor in the Pottery Department, has worked very diligently last summer in order to recondition much of the equipment in his department.

The Dean recommended the purchase of blowers in the amount of $300. which will reduce firing cost.

On motion, duly seconded, the purchase of blowers for the Pottery Department for $300 was approved, payment to be made from the Baugh-Barber Fund Income.

On motion, duly seconded, the following purchases for the Advertising Design Department were approved:

2 drawing tables	$15	each
2 drawing table lamps	13.85	"
2 artists cabinets	10.00	"
1 room light	15.00	
1 Meyer type book complete with point sizes	15.00	
(approximately)		$107. ,

payment to be made from the John T. Morris Fund Income.

On motion, duly seconded, the wages of Elizabeth Hunziker was transferred from Joint School Expense to Art Expense.

The Dean extended an invitation to the Committee to visit the Pottery Room at the October meeting. Mr. Riegger will explain the workings of the department.

On motion, duly seconded, Bernard Crowe, who attended Saturday Morning School 1924-25 - Evening School 1925-31 and the Textile Evening School 1932-35 was granted a certificate for attendance.

The report of the Textile School was presented by Dean Heard who said that he and members of the Textile staff had made plant visits to study machinery and processes to develop and improve existing courses in the school. He also announced that he has established pleasant relations with the Alumni of the School.

The Textile School, he said, was cooperating in the National Defense Program. Dean Heard has offered the services of the School to Lt. Col. Vere Painter, Quartermaster Depot, Philadelphia. He said that Professor L. D. Ward, Chemistry and Dyeing Department had been granted a leave for a period of five weeks beginning in late July and continuing through August, when he toured throughout the country, visiting woolen and worsted mills who had accepted government contracts. Col. Painter has advised Dr. Heard that as a result of Professor Ward's work, the government has experienced practically no trouble in obtaining fullfillment of the contracts.

The Dean further explained that he had talked with Lt. Col. Painter in regard to the National Defense Program in connection with the services of the Textile School. Lt. Col. Painter has requested Dr. Heard to prepare plans immediately for a two week "refresher" course for the training of 1500 Textile Inspectors. Tentative plans for this course will go into effect in the event of a national emergency, calling for handling approximately 300 men in each two week course. A very intensive course of instruction will be given, each course followed by a comprehensive examination. The Quartermaster Department expects to pay tuition for these men on a per capitia basis. A fee of $25. per student has been suggested.

He reported that after a survey made by the Committee and textile staff, 90 tons of old machinery have been cleaned out, twelve rooms have been repainted, in accordance with lighting standards; three rooms and the Dean's office have been re-built; two student's lavatories and a shower room have been installed. New lighting equipment is being installed in five rooms.

The Dean washappy to report a total registration to date of 125 students, 54 of whom are first year men. He announced a tremendous call for graduates from everphase of the textile industry. The demand is so great that the School has been unable to meet it.

Dr. Heard recommended the payment of transportation expenses for Evening School faculty of the Textile School.

On motion, duly seconded, it was resolved to pay transportation expenses for the Evening School faculty of the Textile School at a cost of approximately $300.

In 1933 the Bausch and Lomb Optical Company of Rochester, N. Y. placed in the Textile School one of the Spectrophotometer outfits for the Chemistry and Dyeing Department at a total cost of $1058. The Department needed the equipment badly but the bill was never passed for payment. From time to time the professor in Chemistry and Dyeing received various small donations to apply to this bill. A balance of $720.12, however, was still outstanding. The Dean of the Textile School reported that he had authorized payment of this bill and requested approval of his action.

On motion, duly seconded, it was resolved to approve the action of the Dean of the Textile School in authorizing payment of the balance of the bill amounting to $720.12 due the Bausch and Lomb Optical Company of Rochester, N. Y.

Mr. Hayward presented a cheque amounting to $1,000. from the fund collected at the 50th anniversary celebration given in honour of Dr. France as Director of the Textile School, to pay half the cost of rebuilding the Dean's office.

On motion, duly seconded, the thanks of the Committee was extended Mr. Hayward and his associates for their generosity.

On motion, duly seconded, it was decided that hereafter the Committee on Instruction will meet at 4:15 instead of at 4 P. M.

On motion, duly seconded, the meeting adjourned.

SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-Oct. 23, 1940

The meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, October 23, 1940, at 4:15 o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. Eavenson, Hart, Hayward, Jenks, McIlhenny, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held September 25, 1940 were approved.

The report of the Treasurer was submitted and approved.

The Treasurer reported that special arrangements for extended payment of tuition fees had been made with 88 students in the schools. The list of these names was submitted to the Committee.

On motion, duly seconded, the following resolution was adopted:

Resolved that the arrangements made for extended payment of tuition fees for 88 students in the Art and Textile Schools be approved.

On motion, duly seconded, the following students were granted refunds:

Textile Evening Class

Joseph Blair	Paid	$15.	Refund	$15.
Sidney Keiser	"	45.	"	45.
F. E. McLaughlin	"	45	"	45.
William J. Ryan, Jr.	"	60.	"	60.

Art Day Classes

Sidney Chairman	"	125.	"	75.
($45. transferred to Night School)				
Dorothy Churney	"	100.	"	100.
Boris Drucker(Lab.Fee)	"	15.	"	15.
Fred Halpern	"	125.	"	75.
($45. transferred to Night School)				
Jane Hill (Lab. Fee)	"	15.	"	15.
Scott MacGregor	"	125.	"	125.
Michael McQuire	"	28.	"	28.
Jeanne Milliette	"	25.	"	4.

Art Evening Classes

Thomas Meehan, Jr.	"	47.	"	47

Art Saturday Classes

Madeline Rice	"	10.	"	10.

The Dean of the Art School reported a total registration in the Art School as of October 23 of 865 students.

He said that arrangements have been made for interesting exhibitions during the year, the first exhibition comprising work done by the students during the summer; second, Poster Exhibition (Milhouse, Pennsylvania-German); third, Stage Costume Drawings by Mrs. Helen Stevenson West; fourt Ceramics; fifth, Edward Shenton's drawings for "The Yearling" and "The Face of a Nation"; sixth, Exhibition of Interior Decoration.

The Dean said tnat in the Ninth Annual National Ceramic Exhibition held at the Syracuse Museum of Fine Arts from October 13 to November 3, graduates of the school were well represented.

He was happy to report that Miss Iliff, Instructor in the School, was awarded the first prize in the Print Show held at the Art Alliance for her lithograph, "A New Orleans Fantasy".

Two honourable mentions were also awarded to graduates of the School.

Miss Orth, in charge of the course in Costume Design, has secured Mrs. Alice Thompson, Editor of "Glamour" magazine, to talk to the students in the Costume Design and Fashion Illustration courses on the evening of November 4th.

The Dean announced that he will speak at the luncheon meeting of the Philadelphia Federation of Women's Clubs on November 7th.

Mr. Warwick said that a heavy duty sewing machine was needed for the property room.

On motion, duly seconded, it was resolved to purchase a heavy duty sewing machine for $98., payment to be made from the John T. Morris Fund Income.

The Dean announced a bequest from the late Florence Clegg to establish five annual scholarships in the Art School.

On motion, duly seconded, the Secretary was instructed to convey to Mr. Walter Clegg, brother of the late Florence Clegg, the appreciation of the Committee.

The report of the Textile School was presented by Dean Heard who reported the purchase of a complete unit of machinery for work in the cotton and rayon department from the Whiten Machine Company. The equipment has been in the Shelton Looms Exhibit in the Ford Building at the World's Fair. The original cost of this unit, the Dean announced was $6,368.45 which did not include several thousand dollars worth of chrome and nickel. The Dean was able to secure the equipment for $1,600. FOB World's Fair. The Ford Motor Company will pay the entire cost of transportation and installation of the equipment in the Textile School.

He also reported the purchase from the Smith Drum Co. of Philadelphia of one single package Stainless Steel Dyeing Machine. This machine is listed for $575. and the Dean was able to secure it for $200.

On motion, duly seconded, the following resolution was adopted:

Resolved to approve the action of the Dean of the Textile School in purchasing a unit of machinery from the Whitin Machine Company for $1,600 and a Stainless Steel Dyeing Machine from the Smith Drum Company for $200.

Mr. Heard reported total registration in the Textile School of 495 students.

Dean Heard told the Committee that he had attended the fall session of the Textile School Deans held in New York October 14,15 and 16, and said the meeting was the most stimulating and interesting one yet held. He is preparing a report which he proposes to discuss with the faculty of the Textile School, so the entire school may receive the benefit of these meetings.

Mr. Heard said that the A. Wilhelm Company of Reading, Penna. a subsidary of Glidden Company, suggested the establishment of a Research Fellowship in textile printing. The matter is being discussed with the Chemistry and Dyeing Department, and if satisfactory arrangements can be worked out, such a Fellowship would be advisable.

He also told the Committee that the Paraffin Company, Inc. of Somerville, N. J. manufacturers of floor coverings, had spoken to him in reference to developing a cotton fabric for the linoleum trade to replace jute. The Dean said it was possible that a suitable fabric could be developed for this need within a reasonable length of time.

Mr. Frederick Simon, a graduate of the Textile School now employed at the Philadelphia Quartermaster Depot, has been given permission to work out a problem in dye synthesis in the laboratory of the Textile School.

The Dean has undertaken a study of the requirements necessary for the Textile School to be permitted to award a degree and will report his findings to the Committee in the near future for approval.

Through the assistance of Mr. Hayward and Mr. Edwin Wilkinson, the Textile School has received a donation from the Australian Trade Commissio at the World's Fair, consisting of a large glass show case displaying a selection of the principal grades of Australian wool. The display also depicts various scense in the preparation and marketing of wool in Australia.

There being no further business the meeting adjourned.

Julian Hiest
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-Nov. 27, 1940

The meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, November 27, 1940, at 4:15 o'clock.

There were present Mr. Stokes in the chair, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. Eavenson, Gribbel, Hart, Hayward, Jenks, McIlhenny, Sims, Watkins, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held October 23, 1940, were approved.

The report of the Treasurer was submitted and approved.

On motion duly seconded, the following refunds were granted:

Charles D. Boleman		Credit	$30.00
Eric Brett	Paid $15.	Refund	15.00
Dolores DiIenna	" 10.	"	10.00
William Mattera	" 47.	"	47.00
Joseph Rowe	" 15.	"	15.00
Marianna Schorr (lab. fee)	" 5.	"	5.00

Petrone Wasser owes $50. - credit of $50. granted to clear account. (Miss Wasser has not attended classes)

The refund of $45. requested by Melvin Gabis was not approved. Mr. Gabis's application for refund was received November 20th.

The Dean of the Art School said that the date for the Spring Fashion Show had been set and arrangements have been made with the Manufacturers and Bankers Club for April 22 and 23. Dean Heard made it possible for the Costume Design Department to secure some interesting textiles woven in the Textile School. The students of the Art School will fashion these materials into garments which will be shown in the Fashion Show.

The Dean was happy to report that in a competition for designs of spring coats sponsored by Printz-Biederman Co. of Cleveland, Ohio, first prize of $25 was awarded to a 4th year student, two honourable mentions of $10 were awarded to two other students.

The Dean said that the most important part of the Fashion Show should center in evening gowns and recommended the purchase of materials to be used by the students for this purpose. He said that in all probability the gowns can be sold after the Fashion Show for the amount spent for the materials.

On motion, duly seconded, it was resolved to expend $200. for the purchase of materials to be used by the students in the Costume Design Department for fashioning evening gowns for the Fashion Show in April 22-23-.

Mr. Warwick told the Committee that a certain amount of equipment for the class in photography should be replaced with items of more modern

design and recommended that $200 be appropriated for this purchase.

On motion, duly seconded, it was resolved to expend $200. to modernize the equipment for the photography class, payment to be made from the John T. Morris Fund Income.

The Dean recommended the appointment of Miss Helen Hartel to teach in the Saturday Morning Class at a salary of $4 per morning or $104. for the year. He pointed out that this appointment does not in any way change the budget of the Saturday Morning School but merely appoints Miss Hartel to the place left vacant by Miss Thompson.

The Dean also recommended an increase in the rate paid Mr. Benton Spruance from $10 to $15 per half day beginning with the opening of the 1940 school term.

On motion, duly seconded, the change in the rate of Mr. Spruance from $10 to $15 per half day beginning with the opening of the 1940 school term was approved.

The report of the Textile School was presented by Dean Heard who told the Committee that the machinery ordered from the Whitin Machine Works was delivered to the School and will soon be set up and made ready for operation . The wool display from the Australian Building has not yet been released due to labor difficulities at the Fair. However, he hoped the display would be delivered this week.

The Dean said that he had purchased from the Universal Winding Company, Providence, Rhode Island, two of the very latest type winding machines which will bring the work in this department up to date. One of the machines is designed to replace four of the old type winding machines and will give much needed space for other purposes. The price of the two winders is $1337.20. He further explained that the company has granted a 50% discount to the School amounting to $668.60. In addition, it was necessary to purchase two motors for $64.90 or a total cost of $733.50.

Mr. Heard announced that he had purchased from the General Electric Company and the Crompton and Knowles Loom Works, 2 motors together with the necessary equipment to install individual drives on two looms in the Power Weaving room. This, he explained, is the first step in the direction of eliminating over-head shafting and of providing the looms with individual motors. The cost of the two motors, after deducting the education discount, will amount to $105.24 Various parts from Crompton and Knowles Company for the two looms will add an additional cost amounting to $106.

On motion, duly seconded, the following resolution was adopted:

Resolved to approve the action of Dean Heard in purchasing the

following:

Two winding machines with motors from the Universal Winding Company	$733.50
Two motors from General Electric Co. approximately	105.24
Various parts for two looms from Crompton and Knowles Company	106.00

Dean Heard said that two groups of students from the Art School had visited the Textile School during the past month.

He also said that the School had extended its service to the Thomas L. Leedom Company, to the Needles Arts Trade High School and to the Emergency Aid of Pennsylvania.

In regard to the Degree Course for the Textile School, the Dean reported conferences have been had with Dr. Charles Morris, Mr. Donald Craig, Prof. H. E. Michl and Mr. Zieget. A syllabi on the courses in English, History, Psychology, Mathematics, Engineering Drawing, Economics and Marketing were being prepared. Through the cooperation of Dean Warwick negotiations with authorities at Harrisburg were in progress to determine the exact requirements for a degree course and recommendations will no doubt be made at a later meeting.

Dean Heard said that he would like to secure permission to engage Prof. Michl of the Wharton School to head a course in Marketing beginning next semester which will consist of two lectures per week for fifteen weeks.

On motion, duly seconded, Dean Heard was authorized to engage Prof. Michl to head a course in marketing beginning next semester consisting of two lectures a week for fifteen weeks.

On motion, duly seconded, the meeting adjourned.

Julius Zieget
SECRETARY

NO DECEMBER MEETING OF THE COMMITTEE ON INSTRUCTION.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
January 29, 1941.

The meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, January 29, 1941, at 4:15 o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. D'ascenzo, Gribbel, Hart, Hayward, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held November 27, 1940, were approved.

The report of the Treasurer was submitted and approved.

The minutes of the meeting of the Committee held November 27, 1940, were approved.

On motion, duly seconded, the following refunds were granted:

Charles A. Butler	Paid $125	Refund	$ 50.70
Leon Kisiel	" 19.	Credit	26.00
William R, Shaffer	" 10.	Refund	10.00
John Scott Black, Jr.	" 45.	"	21.00

The Dean of the Art School said that owing to the conflict in the dates of our Fashion Show and the Fashion Congress, the Fashion Show has been postponed to April 29-30.

He told the Committee that Miss Orth and he had attended "Fashion Futures", the outstanding Fashion Show in New York, which displays the creations of the foremost designers of the country. As a result of this visit, the School has arranged for Miss Renée Montague, one of the leading American designers, to speak to the students, Saturday morning, February 1, at 11 o'clock.

Dean Warwick reported, that in a competition sponsored by the Julius Kayser Company for the designing of women's apparel, in which 1000 sketches were submitted from all over the country, seventy-five sketches were honoured, Twelve sketches submitted by the students of the School were among the seventy-five chosen.

The Dean told the Committee that the draft will take quite a number of students. He stated that he had been able to make adjustments with the Local Draft Board to permit senior students to finish the year. It is difficult at this time to ascertain what the ultimate situation will be. To date, six students have been called by their Draft Boards.

The Dean said that every effort is being made to make the Annual Alumni Dinner, which is to be held at the Museum April 26, an outstanding occasion this year. It is through the alumni that many recommendations for new students are received.

Mrs. Helen Stevenson West, who designed and made the costumes for the Philadelphia Opera Company's presentation of "Pelleas and Melisande", Mr. Warwick said, was assisted by members of the Stage Craft and Stage Costume Courses.

He further called attention to the exhibition of drawings by Mrs. West now on display in the Exhibition Hall which have received excellent comment from the newspapers here and in New York.

He announced that an exhibition sponsored by The McCandlish Lithograph Corporation of outdoor advertising would again be held at the School.

Mr. Warwick said that many graduates of the School are active in the Art Directors' Exhibition to be held at the Museum from February 1 to 17.

He announced the interesting fact that out of the 135 students registered as freshmen in 1937, 90 are now seniors eligible for their diploma in June.

The Dean of the Textile School reported regarding lectures being given at the School and the practical benefits received by the students from such lectures and from visits to various textile plants in operation. The Dean advised that he had attended "College Night" sponsored by Upper Darby and Haverford High Schools, at Upper Darby High School Auditorium, to advise high school students in connection with their vocation.

Mr. Heard said that the class of Textile Economics, under Prof. Michl, of the Wharton School, has been studying labor problems and three speakers were invited to discuss various phases of this question; Mr. Hoffman, discussed the C.I.O. and organized labor, Dr. Robert P. Brecht, of the Wharton School, discussed the consumers' view and the views of the impartial arbitrator, and Mr. Edward Duddy, Superintendent of John Bromley Sons, discussed the management's point of view toward organized labor. After each discussion an open forum was held.

He also advised, that he and Mr. Cox had an interesting visit to the Museum of Modern Art in New York City which was displaying original textile designs from all parts of the country.

Dean Heard reported on his plans to secure scholarships for boys in various sections of the country, such scholarships in whole or in part to be supplied by the various manufacturers.

He also discussed a possibility for developing research work here at the School which would be of direct assistance to industry, such work to be of a nature which is not now considered commercially practical.

Mr. Heard then submitted a plan for new equipment to meet both present and future needs. The plan contemplates modernizing the equipment at the School as soon as possible and as rapidly as the Budget will permit.

He recommended that the Woolen Yarn Department be supplied at once with modern machinery which has a present market value of $14,000. but could be secured by him for approximately $5,000.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that Dean Heard be authorized to place orders for delivery in early June, 1938 machinery for the Woolen Yarn Department for a sum not to exceed $5,000. and that the Chairman be directed to request the Trustees of the Fund collected at the 50th Anniversary Jubilee of the Philadelphia Textile School, for a contribution of $2,000 to assist the School in this purchase.

Dean Heard also submitted a long range programme calling for expenditures of approximately $5,000 per year for the next seven years, for new equipment over and above the normal expenditures for operation and maintenance.

Among the recommendations, he advised that the humidification equipment must be modernized; that the wool and worsted machinery must be brought up to date, and a modern testing laboratory as well as a physics laboratory should be established. He also pointed out that the weaving room should be thoroughly modernised, as it has received no new loom for over twenty years. New equipment is also necessary in the Dyeing and Finishing Laboratory.

The Committee members discussed the various phases of the report.

Upon motion, duly seconded, the following resolution was adopted:

Resolved to appoint a committee of three to recommend plans for improving the courses of instruction at the School, and to try to obtain Federal Funds to help defray the cost of carrying them out.

The Chairman, announced that Committee would consist of Messrs. Eavenson, Chairman, Hayward and Hart.

Both Dean Warwick and Dean Heard reported that they are experiencing great difficulty in filling the many requests for services of graduates of both Schools.

The meeting then adjourned to inspect the exhibition of designs for Stage Costumes by Mrs. Helen Stevenson West.

Julius Gilpit
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
FEB. 26, 1941.

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, February 26, 1941 at 4:15 o'clock.

There were present Mr. Stokes, in the chair, Mrs. J. Stogdell Stokes, Messrs. Hart, Hayward, Jenks, McIlhenny, Mertz, Sims and the Dean of the Art School.

The minutes of the meeting of the Committee held January 29, 1941 were approved.

The report of the Treasurer was submitted and approved.

The Treasurer submitted a list of 43 students registered for the Art Day Classes and 6 students registered for the Textile Day classes who requested the privilege of paying their tuition in installments.

Upon motion, duly seconded, the request of the 43 students in the Art Day classes and the 6 students in the Textile Day classes for paying tuition in installments, as submitted by the Treasurer, was approved.

The following students having been called for service in the United States Army were granted refunds:

Art Day Classes				
Paul McVickar	Paid	$125.	Refund	$125.
Art Evening Classes				
John Tophan	"	45.	"	15.
Textile Evening Classes				
Robert W. Wiegand	"	15.	"	2.60
Joseph F. Buehler	"	45.	"	7.80

The Dean of the Art School submitted the following table in connection with second semester registration in both the Art and Textile Schools:

Registration Art Day Classes

	1st semester 1940	1st semester 1941	Left 1st Sem.	New 2nd Sem.	2nd Sem 1940-41
First Year students	137		18	27	146
Second Year students	130		11	3	122
Third Year students	97		7	1	91
Fourth Year students	86		11	1	76
Total Full-time	450		47	32	435
Part-time students	64		2	4	66
TOTAL	514		49	36	501

Registration Textile Day Classes

	1st semester 1940 1941	Left 1st Sem.	New 2nd Sem.	2nd Sem. 1940-41
First Year students	54	0	1	55
Second Year students	56	0	0	56
Third Year students	28	0	0	28
Total Full-time	138	0	1	139
Part-time students	3	1	0	2
TOTAL	141	1	1	141

Dean Warwick announced that 11 out of 13 students recently awarded City Scholarships by the City Board of Education, selected this Art School.

For the class in Illustration, a printing press has been installed in the basement, and Dean Warwick has been successful in securing Mr. Fritz Peters, printing executive, and a former instructor of printing at New York University for the nominal fee of $7.50 a period, to give 15 periods of instruction in the various processes of typography during the second semester, (yearly total $120) to the students in the Illustration Classes. He also announced a gift from Mr. Peters of several fonts of type for the course.

On motion, duly seconded, the action of the Dean in engaging Mr. Peters to instruct the students of the Illustration Classes in various processes of typography for 15 periods during the second semester @ $7.50 a period, (yearly total $120.) was approved.

The Dean informed the Committee of a most welcome gift of lantern slides from Dr. Samuel W. Woodhouse, Jr. He explained it was necessary to make provisions for the collection of lantern slides in the library and recommended the purchase of a 14 tray lantern slide sectional cabinet and shelf for $75.25

On motion, duly seconded, it was resolved to authorize the purchase of a 14 tray lantern slide sectional cabinet and shelf for the lantern slide collection in the library for $75.25, payment to be made from the John T. Morris Fund Income.

Upon motion, duly seconded, the Secretary was instructed to extend to Mr. Peters and Dr. Woodhouse the thanks of the Committee for their generosity to the Art School.

The Dean reported that Thomas Greene, 4th year student in Industrial Design, on the School Scholarship, was called for military service, and requested, that on his release a year from now, his scholarship for the second semester be again awarded to him.

The request was approved.

The Dean was happy to announce that Miss S. Gertrude Schell, a member of the School Faculty, had been awarded the outstanding Celine Baekland Prize by the National Association of Women Painters and Sculptors for her landscape made in Gaspé called, "Hilltop". Two graduates of the School also distinguished themselves in the employees show of the Philadelphia Electric Company.

The Dean said that Dean Heard has asked the Art School to assist him with a design for the present exhibition room suitable for displaying textiles. Mr. Wyckoff, Mr. Shuler and Mr. Blackburn have been very helpful. They accompanied the Dean of the Textile School to New York where they vistied showrooms of manufacturers of fine acetate fabrics. The trip was of mutual benefit to the Schools. The students of Interior Design have proceeded with the problem and a workable scheme will be submitted in the near future.

Mr. Warwick said that Mr. Blackburn, instructor in Interior and Furniture Design, pointed out the value of specialized instruction in drawing in connection with his work in order to strengthen his students in the elements of design appropriate to this Course.

On motion, duly seconded, the Dean was authorized to engage Mr. Blackburn to teach drawing during the second semester for 16 half days @ $10 a half day (total cost $160.)

The Dean called the Committee's attention to a programme of the Philadelphia Opera Company, in which appreciation is expressed for the co-operation and support received from the faculty and students of the School.

Due to the illness of Dean Heard, there was no report regarding the activities of the Textile School. The Chairman announced, however, that he has been in contact with Mr. Moore of the Committee in charge of the fund raised at the 50th Anniversary of the Philadelphia Textile School and would report in detail at a later meeting of the Committee.

Mr. Hayward spoke briefly regarding his activities in arranging for scholarships from industrial textile companies.

Dean Warwick spoke briefly on the valuable service Mr. Mertz of the Committee is rendering the Interior Design Course.

On motion, duly seconded, the Committee extended to Mr. Mertz its thanks in appreciation of his services in the Interior Design course.

On motion, duly seconded, the meeting adjourned to review the exhibition of the qork of the first year students.

Julius Weigel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-March 26,1941

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, March 26, 1941 at 4:15 o'clock.

There were present Mr. Stokes, in the chair, Mr. Jenks, who opened the meeting, Mr. Eavenson, Mr. McIlhenny, Mr. Watkins, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held February 26, 1941 were approved.

The report of the Treasurer, in the absence of Mr. Zieget, was submitted by the Assistant Treasurer and approved.

The Dean of the Art School told the Committee that the War Department has asked the School to hold a competition limited to the students of the School, for a poster to be shown during Flying Cadet Week, April 14-20. He also said that vocational conferences had started and had been attended by himself or a member of the Faculty. The schools visited are: John Bartram High School, Upper Darby Senior High School, Cheltenham Township High School, Lansdale Senior High School and Lower Merion High School. He announced an exhibition of Interior Design from March 31 to April 13. Several lectures will be given in connection with the exhibition.

Upon motion, duly seconded, the following resolutions were adopted:

Resolved to approve the purchase of 48 tables at $13 each (total $624) payment to be made from the John T. Morris Fund Income.

Resolved to approve the allocation of $100 from the John T. Morris Fund Income to be applied to the lantern slide fund.

On motion, duly seconded, the following refunds were granted:

Art School

Thomas N. Aiken	Paid $50.	Refund	$50.

Textile School

Wealty O. Rugh, Jr.	Paid $100.	"	$100.

A refund requested by Miss Carolyn Cumbie who registered in the Art School was refused.

The report of the Textile School was submitted by the Dean who said thatmembers of the Faculty and students had visited various related manufacturing plants. Other trips are scheduled for the future. Outstanding lectures have taken place in connection with these visits.

Dean Heard announced that on March 19th, Lewis R. MacGregor, the Australian Government Trade Commissioner, officially dedicated the exhibition on display at the School and discussed Australian wool to the entire student body and faculty and guests.

Dean Heard will attend the Spring Meetingof the Textile School Deans on March 31 - April 1 at Ashville, N. C. and together with the President of the Alumni Association, Mr. Clarence Ederer, will attend also the gathering of the Southern Alumni of the Philadelphia Textile School.

The Dean submitted a plan outlining a four-year Degree course for the Textile School.

On motion, duly seconded, the following resolutions were adopted:R

Resolved to approve the proposed plan outlining a four-year degree course for the Philadelphia Textile School.

Resolved that a committee be appointed to request the proper authorities in Harrisburg to grant authority to the Board of Trustees to award degree of Bachelor of Science in Textiles to students successfully completing a four-year course in the Philadelphia Textile School.

The Chairman announced that the Committee would consist of Messrs. Heard, Eavenson, Hayward, Ederer and Zieget.

Upon motion, duly seconded, the following appointments to the Textile School Faculty was approved:

Three young men to assist teachers in the Textile School, salary to be $600. to $700. per year.

One assistant to Mr. Peiffer at the rate of $50 to $60 per month.

Mr. Eavenson. Chairman of the Committee appointed to investigate the matter of Federal grants for the Textile School reported that a PWA grant was not obtainable at this time. Whereupon, the Committee was discharged.

The meeting then adjourned.

Willard P. Graham
Assistant SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION- Apr.23,1941

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, April 23, 1941, at 4:15 o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Messrs. D'Ascenzo, Eavenson, Hart, Hayward, McIlhenny, Mertz, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held March 26, 1941 were approved.

The report of the Treasurer was submitted and approved.

On motion, duly seconded, Vladimir W. Shiro, a foreign student, registered in the Textile School, was granted a refund of $50.

Dean Warwick reported on the progress made in connection with the Fashion Show to be given on the evening of April 29 and the afternoon and evening of April 30. He told the members of the Committee that the next lecture sponsored by the Costume Design Department will be given by Miss Ruth Schoenberg of the A. M. Tenney Associates, May 8. Miss SchoenBERG's topic will be Sales Promotion and Merchandising. He announced the Alumni Dinner, April 26, to be held in the Foyer of the Museum, at which dinner Mr. Oakley will act as toastmaster and Miss Clare Leighton, the eminent English Illustrator will be the principal speaker.

Mr. Mertz supplemented Dean Warwick's report and spoke briefly regarding the recent exhibition of Interior Design.

Dean Warwick reported that the poster competition for Flying Cadet Week, previously reported, was judged Saturday, April 5 The first prize of $100 went to Helene Callahan, the second prize of $50. to Salvatore Pelullo and the third prize of $30. to John Wilson. The winning poster will be sent to the War Department for reproduction and national distribution.

In the poster contest, "Own Your Own Home", sponsored by the Evening Bulletin, a third year student won first prize of $50.

The School again acted as host to the McCandlish Lithographic Corporation for the Annual Nationwide Outdoor Poster Contest, open to any American artist or art student. There were four hundred and forty-eight entries from many parts of the country. Four substantial prizes were offered, $1000 in all. Mr. Warwick was very happy to report that after a process of elimination, fourteen posters remained in the competition among which were

two designs submitted by students of the School. These designs were awarded the first prize of $500 and the second prize of $300.

The report of the Textile School was presented by Dean Heard, who said that four visits to related manufacturing plants were made during April; that visiting speakers from A. M. Tenney Associates, New York, had addressed the entire student body, and that progress has been made in connection with building up the Textile Library. Dean Heard told the Committee tnat he had visited Mr Horsey of the Development Section of duPont when he explained the aims and objectives of the Philadelphia Textile School to Mr. Horsey and other members of the duPont Company. A programme has been worked out which will be mutually advantageous to both the duPont Company and the Textile School. This programme covers a series of lectures and discussion periods on each phase of the work at the School to be conducted at the rate of approximately two sessions a week until completed.

On motion, duly seconded, the following resolutions were adopted:

Resolved to appropriate $2,570. for general expenses, testing laboratory, exhibition room, etc. for the fiscal year ending May 31, 1941.

Resolved to release the balance of the appropriation for washrooms in the Textile School amounting to $2,185., (commitment against the Wood Fund Equipment Income)

Resolved to transfer $5000 from the accumulation in the breakage deposit account to Maintenance Income for the Textile School for the fiscal year ending May 31, 1941.

Resolved to transfer $1600 from the accumulated income in the Philadelphia Textile School Alumni Endowment Fund to Maintenance Income in the Textile School for the fiscal year ending May 31, 1941.

Mr. Eavenson supplemented the report of the Dean of the Textile School by discussing the proposed degree course. On motion, duly seconded, the following resolution was adopted:

Resolved to postpone inaugurating the courses leading to degrees in the Textile School until the degree privilege has been granted by the State Council of Education.

Mr. Hayward announced that the Committee of the National Textile Testimonial Account had been increased to include among its membership Messrs. Eavenson, France, Hart, Hayward, Heard and Stokes.

The Chairman suggested that Mrs. Gordon Hardwick would make a most desirable member of the Committee. Upon motion, duly seconded, Mrs. Hardwick was unanimously elected a member of the Committee on Instruction.

On motion, duly seconded, the meeting adjourned.

Julius Zeyl Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-May 28,1941

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, May 28, 1941 at 4:15 o'clock.

There were present, Mr. Stokes in the chair, Mrs. Cavendish, Mrs. Hardwick, Messrs. Eavenson, Hart, Hayward, Jenks, Mertz, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held April 23, 1941, were approved.

The report of the Treasurer was submitted and approved.

On motion, duly seconded, the following cancellations of fees were approved:

Mary Cannon	Registration cancelled
Roswell Coger	$48.33 cancelled.

Seymour Kaplan owes a balance of $25. on 1940-41 second semester tuition fee.

On motion, duly seconded, it was decided to charge the $25. owed by Seymour Kaplan against one of the scholarship funds.

On Thursday morning June 5 at 10:30 in the West Foyer of the Museum, the Art School and the Textile School will hold their graduation exercises. Mr. Henry McIlhenny, a member of the Committee on Instruction, and Curator of Decorative Art at the Museum, will speak to the graduating classes. This year the Art School will award seventy-two diplomas, and for the first time, three students will receive the degree of Bachelor of Applied Arts. Twenty-eight students of the Philadelphia Textile School will receive diplomas.

Dean Warwick reported that preparations are going forward for the Annual Exhibition which will open formally on the evening of June 5 at 8:30 o'clock and which will continue until June 14.

Dean Warwick further announced that on Friday evening, June 6, a second evening has been planned for art teachers in public and private schools, art directors, designers, promotion managers and members of the Fashion Group with the idea of acquainting the professional field with the work of the students. In this way, the Dean said, he hoped to make it easier for students to secure employment. He also felt that art teachers in public and private schools who attended the exhibition would be able from personal knowledge to recommend the school to their students.

Dean Warwick stated that the academic subjects as given in the Degree Course had proved very satisfactory, these courses being so stimulating that he hopes to be able to extend them to other departments of the School, particularly to the class in Illustration.

The report of the Philadelphia Textile School was submitted by Dean Heard who said that two plant visits were made since the last meeting and four visiting speakers addressed the students of the School. He told the Committee that the series of lectures given by the Textile staff to duPont employees had begun. He reported progress in his efforts toward the privilege of inaugurating a degree course for the Philadelphia Textile School and said that the officials connected with the Department of Public Instruction have approved the proposed program. He was happy to report that after twelve copies of a brief were submitted to Dr. Clarence Ackley he hoped for a favorable decision when the State Council convenes on June 6.

The Dean took this opportunity to express his appreciation for the cooperation that has been given him by the Committee on Instruction, the President, the Alumni and Faculty who have worked faithfully and rendered invaluable service in preparation of the briefs.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Dean of the Textile School be authorized to put into effect the Degree Course as soon as the State Council of Education advises that the privilege of awarding the Degree of Bachelor of Science has been granted the Trustees.

Mr. Hart suggested that Mr. Coxe of the Textile Staff be requested to solicit funds for the School from the Alumni which suggestion was approved by the Committee.

The Budgets for the Art School and for the Textile School were submitted.

The following resolutions, on motion, duly seconded, were adopted:

Resolved that the Budget for the Art School be approved for the year 1941-1942.

Resolved that the Budget for the Textile School for the year 1941-42 be approved.

Resolved that the yearly pension granted Dr. Edward W. France be continued for the year 1941-42.

On motion, duly seconded, the meeting adjourned.

Julius Siegt
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
June 25, 1941.

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, June 25, 1941 at 4:15 o'clock.

There were present, Mr. Stokes in the chair, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Eavenson, Hart, McIlhenny, Mertz, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held May 28, 1941, were approved.

The report of the Treasurer was submitted and approved.

Dean Warwick reported that he and Dean Heard recommend that a study be made of a modern ventilating system for the auditorium.

After a discussion, on motion, duly seconded, the following resolution was adopted:

Resolved to approve the recommendation made by the Dean of the Art School and the Dean of the Textile School regarding a modern ventilating system for the Auditorium and a sum be appropriated not exceeding $850 to install a Carrier system, payment to be made from the John T. Morris Fund Income.

Dean Warwick said that additional equipment was needed for the Woodworking room and on motion, duly seconded, the following resolution was adopted:

Resolved to purchase a dove tailling machine for approximately $55. and a molder for $68., payment to be made from the John T. Morris Fund Income.

The following changes were recommended in the faculty of the Art School:

Dr. Bye's lectures to be discontinued and in their place four or five special lectures by outstanding authorities on different phases of contemporary art be given. Mr. McIlhenny and Dean Warwick were instructed to procure the speakers for the proposed lectures.

Dean Warwick recommended that Mr. Zimmerman be relieved of the work in the lettering class.

Dean Warwick was authorized to secure someone to fill this position.

The Dean was further directed to adjust the situation arising from

Miss Hall's illness, in the first and second year Drawing Classes and to appoint Ernest Mertz as an assistant in these two classes, the financial terms , however, shall not affect the budget.

Miss Hartel was appointed to teach one day a week in second year Fashion Illustration, relieving Miss Campbell.

The Dean also was authorized to discuss with Mr. Goodell a re-arrangement of the present photographic class. Mr. Goodell would devote half of the present time now allocated the course and the Dean would engage someone to supplement this work.

The Committee also authorized the appointment of Mrs. Scott to fill the vacancy caused by the resignation of Miss Ruth Gretz, assistant in the Costume Design Department.

The Committee also authorized Dean Warwick to study with Mr. Graham the suggestions made by Mr. Riegger of the Ceramic Department.

On motion, duly seconded, it was resolved to appropriate a sum not to exceed $500 from the Baugh-Barber Fund Income in order to carry out the suggestions made by Mr. Riegger.

The report of the Textile School was submitted by Dean Heard who spoke briefly on the lectures given the students in the month of June. He told the Committee that the request for approval of the four-year curriculum leading to Bachelor of Science degree was formally presented to the State Council of Education June 6 and was received very favourably.

He also told the Committee that while in Harrisburg on June 24 with Dean Warwick and Mr. Zieget he had called on Dr. Ackley who gave him encouragement regarding the degree course. The Dean is now making plans to set the machinery in motion to start the degree course this Fall.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that Dean Heard of the Textile School be authorized to inaugurate a Degree Course beginning this Fall.

In order to meet the requirements laid down by the State Council of Education, the following additions to the Faculty were approved:

Mr. J. Hollis Cross to teach Mathematics and Physics at an annual salary of $2400.
Additional compensation for Professor Craig, Dr. Morris and Dr. Brecht, $5,000.

The Dean is looking forward to a large registration in the Fall and said that the National Defense Program should be a great benefit to the School.

He reported that the tuition fee for the Textile School had been increased from $285. to $300.

Upon motion, duly seconded, the tuition fee of the Textile School was fixed at $300.

A plan for retirement of members of the Faculty of both Schools was discussed and on motion, duly seconded, it was resolved that the retirement age for members of the Art and Textile Schools shall be sixty-five years, which retirement age may be waived by unanimous consent of the Committee in individual cases.

On motion, duly seconded, it was resolved that the retirement age of sixty-five years be at this time waived until a plan for retirement has been adopted by the Committee.

On motion, duly seconded, it was resolved that the Dean of the Art School, the Dean of the Textile School and the Secretary of the Corporation be authorized as a committee of three to submit proposals for a retirement plan to the Committee at the meeting to be held September 24.

It was suggested that it would be desirable if the Textile School would adopt the regulations used by the Art School in registering students, requiring a ten dollar matriculation fee said fee to be credited to the tuition payment but not returned to such students who fail to register.

On motion, duly seconded, the Dean of the Textile School was authorized, with power to act, to adopt the Art School's system of registration requirements.

Dean Heard announced that the campaign for contributions for the Textile School had been started with a generous subscription from Mr. Stanley H. Hart.

On motion, duly seconded, the thanks of the Committee was extended to Mr. Hart for his donation to the Textile School.

On motion, duly seconded, the meeting adjourned.

Julius Liegt
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
Sept. 24, 1941

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, September 24, 1941 at 4:15 o'clock.

There were present Mr. Stokes, in the chair, Mrs. Hardwick, Messrs. Eavenson, Jenks, Mertz, Watkins, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held June 25, 1941, were read and approved.

The report of the Treasurer was submitted and approved.

On motion, duly seconded, the following refunds were approved:

	Refund	
Laura Roth	$15.	Lab. fee
Renee Bailie	5.	" "
Arthur F. Grant	15.	" "
Janice Townsend	25.	Overpaid

The following report regarding registration in the Art and Textile School was submitted:

REGISTRATION ART DAY CLASSES 1941-42

	Sept. 24,1941	Sept. 24, 1940	Total 1940-41
1st year	129	131	164
2nd year	125	129	133
3rd year	100	94	98
4th year	63	86	87
Sub Total	417	440	482
Specials	28	31	67
TOTAL	445	471	549

REGISTRATION TEXTILE DAY CLASSES 1941-42

1st yaer	62	54	55
2nd year	44	49	56
3rd year	35	26	28
Sub Total	141	129	139
Specials	2	0	3
TOTAL	143	129	142

The Dean told the Committee that the problem of adequate class rooms and equipment is a serious one and recommended that the Committee on Instruction authorize an appropriation from the John T. Morris Fund Income of $500 to take care of the purchase

of chairs, trestles, tables, draperies and books for the library and for the courses in English, History, Psychology and Education.

On motion, duly seconded, it was resolved to approve the recommendation of Dean Warwick for an appropriation of $500. from the John T. Morris Fund income for the purchase of chairs, trestles, tables, draperies, books for the library and for the courses in English, History, Psychology and Education.

On motion, duly seconded, it was resolved to approve the purchase of a dove tailling machine and molder for $125., payment to be made from the John T. Morris Fund income.

The Dean said that new appointments were made during the summer to the Art School Staff - salaries having been provided in the Budget for 1941-42 as follows:

Miss Helen Hartel taking 1 day Fashion Illustration to relieve Miss Campbell. Also 2 half days in lettering to replace Mr. Zimmerman.

Mr. Williams taking two half days in lettering to replace Mr. Zimmerman

Mr. Ernest Mertz two half days - assistant - in drawing and painting to replace Mr. Burns.

Mrs. Elizabeth Scott four half days and two evenings in place of Miss Gretz

On motion, duly seconded, the following additions to the Budget as adopted by the Board of Trustees at its June meeting were recommended:

Mr. Ernest Mertz - an extra half day in first year drawing @ $5 a half day

Miss Helen Hartel - an extra half day for Fashion Illustration lay-out @ $5 a half day

Mr. Benton Spruance - one half day in Lithography increase of $535.

Dean Warwick said that a series of exhibitions by members of the Faculty teaching major courses has been planned this year. These exhibitions were arranged with the idea, not only of showing the work of the instructors to the students, but also to acquaint the professionals in the various fields with the character of the work done by our instructors. Letters will be sent to persons in the field relating to the exhibitions inviting them to view the show.

The first exhibition in the series will be the work of Mr. Ballinger and Mr. Berd and will remain on view for a period of three weeks.

The Dean announced that Miss Muriel King, outstanding costume designer, will speak to the students in Costume Design Course on Monday evening, October 20 at eight o'clock. After consulting with Mr. McIlhenny, who with the Dean was authorized to secure speakers for the special lecture series taking the place of Dr. Bye's lectures. Dean Warwick will report in detail to the Committee.

Some building repairs were made in the Art School last summer, particularly the new ceiling in the library and in the Life Drawing class room on the third floor and the ventilating system authorized by the Committee.

Dean Warwick was very happy to be able to tell the Committee that Mr. Spruance has painted a mural for the Morris Home and that the students in Mr. Spruance's class in Lithography have been invited by the Philadelphia Print Club to exhibit their work this Fall.

There will be an opening and tea on October 3. Mr. Froelich has been commissioned to do one of the advertisements for the De-Beers Consolidated Mines, national advertising campaign.

Many requests have been received for a Pottery Course for one evening a week. Mr. Rieager has consented to teach this course for $5 an evening for 26 weeks provided a class of ten or more register for this work.

On motion, duly seconded, the Dean was authorized to inaugurate such a course in pottery, provided, however, ten or more students register for it.

To take care of the extra demand made this year for scholarships granted to students, the Dean recommended an increase in the Scholarship Fund of $1000.

On motion, duly seconded, it was resolved to increase the Scholarship Fund $1000.

The report of the Textile School was presented by Dean Heard who said that the new testing laboratory will be ready in a few weeks and that a new dark room for photographic work has been completed and is ready for use. During the summer months new machinery was installed, some rearranging of laboratories was accomplished and as much painting as possible was completed. The faculty were very active during the summer in visiting textiles mills, in taking special work in Universities and in rearranging their courses for the new scholastic year, especially the new subjects to be introduced in the new four year degree course.

The Dean was happy to announce that to date thirty-eight students have registered in the four-year degree course.

On motion, duly seconded, the following resolution was adopted: Resolved to approve the inclusion of the following instructors to the Textile School staff at salaries not to exceed the amount set after their respective names:

J. Hollie Cross	Mathematics and Physics	@ $2400 a yr.
Donald Craig	English	500 "
A. H. Keally	History	600 "
Edward A. Walton	Engineering Drawing	100 "
Chas. M. Morris	History	300 "
Richard R. Mead	Marketing-an additional $150 over and above budget allotment of $300.	
Herman Michl	Economics-an additional $150. over and above budget allotment of $300	
D. V. Probasco	Power Weaving	@ $2600 a yr.
Mrs. V. D. Weaver	Drawing-in-hand @ $17 a week	

On motion, duly seconded, the following resolution was adopted:

Resolved to discontinue the services of Ralph Dunkelberger as Instructor in Drawing provided in the Budget for $300. less a payment of $33.33

The Dean announced that in accordance with the authority granted by the Board of Trustees the tuition fee for the Day School in the Textile School has been increased from $285. to $300.

Upon motion, duly seconded, the Evening School tuition fee was increased from $15 to $20.

Upon motion, duly seconded, the meeting adjourned.

Jackson Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
OCTOBER 22, 1941

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, October 22, 1941, at 4:15 o'clock.

In the absence of Mr. Stokes, Mr. Jenks presided. There were present Mrs. Hardwick, Mrs. S. Emlen Stokes, Messrs. Hart, Hayward, Sims, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee on Instruction held September 24, 1941, were approved.

The report of the Treasurer was submitted and approved.

The Treasurer submitted a report setting forth arrangements made with students of the Art and Textile Schools for the payment of tuition fees on a time basis.

On motion, duly seconded, the arrangements made with students for time-payment of their tuition were approved.

On motion, duly seconded, the following students were granted refunds:

REFUNDS TEXTILE DAY CLASSES

	Paid	Refund
Stanley Leiner	$185.	$120.
Jerome Levin	185.	120.
Matthews Nickels	185.	120.
Arthur Price	15.	15.
J. M. Schwartz	10.	10
REFUNDS TEXTILE EVENING CLASSES		
David Brodsky	30.	30.
Kenneth Cort	60.	60.
Edwin S. Garverich	20.	20.
Arthur L. Saillant	20.	20.
Margaret Stevens	20.	20.
REFUNDS ART DAY CLASSES		
Dana Arrison	5.	5.
Jean Darby	5.	5.
Patricia Fish	5.	5.
John Lohmeyer	15.	15.
Wesley Pollock	127.	117.
Mary V. Ronon	127.	77.
Murray Ross	15.	15.
George Sample	117.	117.
Bernice Travis	5.	5.

REFUNDS ART EVENING CLASSES

Arthur Haimes	47.	47.
Dixon Singiser	47.	47.

REFUNDS ART SATURDAY CLASSES

Jeanne Katz	10.	10.

On motion, duly seconded, the following resolution was adopted:

Resolved to increase the Budget appropriation $210. for the coverage of Fire Insurance on the Buildings and Contents at Broad and Pine Streets for the fiscal year 1941-42

Dean Warwick submitted the following table showing registration in the Art and Textile Schools:

REGISTRATION ART DAY CLASSES

	Oct. 21, 1941	Oct. 21, 1940	Total 1940-41
1st year	135	137	164
2nd year	126	130	133
3rd year	101	97	98
4th year	66	86	87
Sub-total	428	450	482
Specials	39	61	67
TOTAL	467	511	549

REGISTRATION ART EVENING CLASSES

Full Time students	151	158	162
Part Time "	12	9	9
TOTAL	163	167	171

REGISTRATION ART SATURDAY CLASSES

Adults	25	21	23
Juniors	256	178	201
TOTAL	281	199	224

REGISTRATION TEXTILE DAY CLASSES

1st year	66	54	55
2nd year	45	56	56
3rd year	40	28	28
4th year	0	0	0
Sub total	151	138	139
Specials	9	3	3
TOTAL	160	141	142

REGISTRATION TEXTILE EVENING CLASSES

Total	323	356	362

The Saturday Morning Class, which several years ago had fallen off considerably, has reached a new high figure under the able direction

of Mrs. Starr. 256 students have registered and are attending classes which is 78 more than last year. This increased registration made it necessary, the Dean said, to make some adjustments and additions in the faculty of the Junior Classes as follows:

Mr. William Swallow to take the place of Mr. Renzetti in the Junior Modelling class at $5 a morning.

The following instructors have been added to the Saturday Morning Faculty: Miss Phoebe Weaver and Miss Rafael at $2 each for Saturday mornings.

On motion, duly seconded, the action of the Dean in making the above adjustment in the Saturday Morning Faculty was approved.

Mr. Warwick said that all the students graduated last June in the Costume Design Class have secured positions with the exception of one student who married.

In order to increase the interest and enthusiasm in the Freshman Class, Dean Warwick has arranged some interesting lectures. The first will be given October 24 by a graduate of the School, Mr. Robert Crowther, who will show a motion picture in color, "Rainbow Over Guatmela" which is rich in color and composition. The first lecture in the 1941-42 series in connection with the Costume Design Course, was given October 20 by Muriel King, fashion designer of movie, custom-made and ready-to-wear fam.e The Dean reported that the lecture was favourably received by the students and the press.

Dean Warwick said that in making a survey of the School, many replacement as well as newequipment, are needed and requested an appropriation from the John T. Morris Fund income in the amount of $300 for this purpose.

On motion, duly seconded, it was resolved to appropriate a sum not to exceed $300 for the purchase of replacements and new equipment for the Art School, payment to be made from the John T. Morris Fund Income.

Dean Warwick recommended the purchase of ETUDE DE LA MERE by Meheut, 2 vols in original publishers cloth for $50 for the School Library.

On motion, duly seconded, it was resolved to approve the purchase of 2 vols ETUDE DE LA MERE by Meheut for the School library for $50., payment to be made from the John T. Morris Fund Income.

In order to remedy the crowded situation in the Advertising Design class, the Dean recommended turning part of the Exhibition Room into a temporary class room - the cost of which would be approximately $150.

On motion, duly seconded, it was resolved to appropriate $150. from the John T. Morris Fund Income for the purpose of changing the Exhibition Room into a temporary class toom to meet the urgent need for space in the Advertising Design Class.

On motion, duly seconded, it was resolved to increase the weekly wages of Elizabeth Hunziker, assistant in the office of the Dean from $21 to $25 a week, effective as of November 1, 1941.

Dean Warwick reported that Dr. Morris, Professor in Psycology and History has resigned and in his place the Dean has engaged Dr. Thomas who fulfills all requirements set up by the State Council of Education. This change has made an increase in the budget of $724.44

On motion, duly seconded, it was resolved to approve the appointment of Dr. Thomas to fill the vacancy occasioned by the withdrawal of Dr. Morris at an annual salary of $3000.

In reporting for the Textile School, Dean Heard spoke enthusiastically regarding the registration and said that the Degree Course is in full operation with 48 students enrolled in the four year course.

The Dean expressed his appreciation to the Committee for the confidence they placed in the new program, and for the privilege of inaugurating the new curriculum at the beginning of this scholastic year. He was happy to announce that at its meeting held October 3, the State Council of Education approved the School's application to confer the degree of Bachelor of Science in Textiles upon all students who satisfactorially complete the four year degree course. He told the Committee that enrollment in the Philadelphia Textile School shows an increase of 11.2% over estimated enrollments in a survey conducted by the American Council of Education. Of the 573 related institutions reported, 331 showed fewer students this year than last.

Special donations to the Philadelphia Textile School have totalled approximately $5000. Dean Heard was instructed to send letters of appreciation to the generous contributors.

Dean Heard reported that he had been advised that the Book Fund of the Philadelphia Textile School was under the supervision and control of a member of the Textile School faculty.

It was suggested that all such funds should be in the custody of the Treasurer of the Corporation.

On motion, duly seconded, the President of the Corporation was directed to request that the Textile School Book Fund be turned over to the Treasurer of the Corporation.

Dean Warwick and Dean Heard suggested that in their judgement it was advisable to increase the wages at this time of the lower paid employees of the School. After considerable discussion, upon motion, duly seconded, the matter was referred to the Chairman of the Committee on Instruction with power to recommend to the Board of Trustees such adjustments in wages as in his judgement are desirable.

On motion, duly seconded, the meeting adjourned. Julius Seiger

Secretary.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
November 26, 1941

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streetsm Wednesday, November 26, 1941, at 4:15 o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Messrs. Eavenson, Gribbel, Hart, Hayward, Jenks, McIlhenny, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee on Instruction held October 22, 1941, were approved.

The report of the Treasurer for the month of October was submitted and approved.

On motion, duly seconded, the following refunds and credits were granted to students in the Art and Textile Schools:

REFUNDS ART DAY CLASSES

	Paid	Refund	
Sylvia Dubin	$ 5.00	$5.00	
Robert Hilbert	50,00.	28.12	
John D. Lohmeyer	127.00	87.94	
Richard Reinhardt	5.00	5.00	
Milton C. Royles	127.00	63.50	
William Weber	77.00	28.12	

REFUNDS ART EVENING CLASSES

Frank W. Billerback	35.00	35.00	Credit to 42-43
Alex Leitch	47.00	29.00	
Sydney Black	47.00	29.00	
Betty Rubenstone	27.00	27.00	

REFUNDS ART SATURDAY CLASSES

Elmer W. Hampton	10.00	10.00	

REFUNDS TEXTILE EVENING CLASSES

Norman Garton	Owes $20.	20.00	(credit)
Edward J. Sullivan	" 20.	20.00	"
William R. Taffe	55.00	33.00	

The Secretary read a communication received from the Maintenance Staff of the School expressing their deep appreciation of the recent salary adjustment.

The Dean of the Art School announced that the Fashion Show this year will be held at the Manufacturers and Bankers Club April 28, and 29. The outstanding feature of the show will be a bridal group. The material for the bride's gown is being designed and made by a fourth year student of the Textile School. A fourth year student of the Costume Design class is designing the three gowns and they will be made by members of this class. The Dean felt that this unique arrangement would pr sent a possibility for publicity for the two schools and recommended the entry of the three gowns in the Fashion Congress which will be held at the Bellevue-Stratford the week preseeding our Fashion Show. The entrance feem he explained, for each entry would be $35. or $105. for the three gowns.

On motiom, duly seconded, it was resolved to approve the expenditure of $105., entrance fee in the Fashion Congress for three gowns mentioned above.

Dean Warwick said that the Fashion Congress has requested the students to design the poster for the occasion. This will be in the form of a competition given to the class in Fashion Illustration.

He also said that Alice Ingersoll Anderson of KYW will be the next guest speaker to address the students in the courses of Costume Design and Fashion Illustration. She will speak on fashion and merchandising, On Monday evening, December 15.

The Dean reported that on November 20, Miss Orth attended a special vocational meeting at Cheltenham High School. She spoke to the groups of students interested in Costume Design work.

The Dean reported that with Dean Heard of the Textile School he is investigating the possibilities of establishing a coordinated course between the two schools in Textile Design. He said that each had appointed a committee of three to look into the matter. A meeting of the two committees will be held December 4 and the result of this meeting will be presented at the next meeting of the Committee on Instruction.

Dean Warwick reported that he had received an invitation from Mr. Royal B. Farnum, executive Vice President of the Rhode Island School of Design, to attend a special conference on Dec. 5

The subject of the discussion will be the place the advanced art school has in education. As it now seems necessary for the Art School to establish a curriculum of its own making, in relation to the awarding of degrees in its course in Teacher Training, rather than to have the courses evaluated and dictated by colleges, Mr. Kirby of the Department of Education in Harrisburg, has also asked the Dean to attend this conference. The Dean announced that he had accepted this invitation and will report fully upon it at the next meeting of the Committee on Instruction.

Dean Warwick announced the sale on December 11, of pottery made by the students in the Ceramic Department. All the pieces in this sale have been made as an extra-curricular activity. Part of the articles will be sent to Bryn Mawr College on December 8th, 9th and 10th. This will give those outside the School an opportunity to see what is being done at the School. At this time there will be on sale etchings, lithographs and water colors also.

The N. W. Ayer Company has invited the students of the School to display their work in their large exhibition room. This invitation is quite an honor, and everything is being done to make this exhibition representative of the best work of the students. It will open December 15th.

Mrs. Stokes explained to the Committee that in the next session of the JUNTO, post-war problems will be considered and studied. These sessions, Mrs. Stokes said, might be held in the Auditorium of the School and would begin Monday evening, January 19th for ten successive Monday nights.

On motion, duly seconded, it was resolved to approve the use of the School Auditorium for sessions in connection with the JUNTO in studying post-war problems beginning January 19th and continuing for ten successive Monday nights.

The report of the Textile School was presented by Dean Heard, who spoke of the activities of the staff which the faculty is kept in touch with changes in industry. Four of the faculty members attended the meeting of the textile section of the American Society of Testing Materials. Prof. Bertolet attended the meeting of the American Association of Textile Chemists and Colorists. Mr. Ward France attended the meeting of the Hand Weaving Association and the Dean attended all the meetings of the Cotton Textile Institute, and also the autumn meeting of the textile school deans in New York City. The latter meeting was also attended by Prof. Giese, Cross, Ward, Naab, Bertolet, Cox and Mr. Probasco.

The various classes of the School has started their plant inspections, and have already visited the Kent Worsted Mill, Franklin Institute, Proctor and Schwartz, Forstmann's Wool Pullery and Brosky's Wool Pullery.

During the month the students were addressed by Mr. Fiske Kimball, Director of the Museum and Mrs. Howard Wolf, Vice-President of the Philadelphia National Bank.

The National Association of Finishers has requested the School for its assistance in a test case being brought against the finishers by the Federal Trade Commission in the matter of the use of the word "Fast" in connection with dyestuffs. Prof. Bertolet has been authorized to assist the program in any way possible.

The Director reported that he has been requested by the President of the National Association of Wool Manufacturers to serve on the Arbitration Committee involving a question of management for the Janesville Woolen Mills of Janesville, Wis.

The Director was happy to report a contribution of $2500 towards the machinery modernization program from the Wellington Sears Company. This brings the total funds collected to approximately $7500.

A new humidification system for the School has been ordered at a discount of 50% and three new looms at a discount of 33 1/3% have also been ordered as well as three new knitting machines for the knitting laboratory at a discount of approximately 75%.

The seminar conducted for the duPont Company has been practically completed, with the exception of two or three lectures which will be given in the next few weeks. After canvassing a number of stores and mills in the city, the Dean decided to offer this same program in the Evening School and the lectures are now being given each Wednesday evening at 8:15.

The Alumni Association requested the School to take over the publication of the Alumni Bulletin this year in connection with a joint editorial committee set up by the officers of the Alumni Association. Copies of the first issue are being sent out.

The Dean was happy to report that from a survey of the American Council of Education covering five hundred and seventy-three institutions, it was pointed out that all the textile schools show a decrease in enrollment of approximately 10% with the exception of the Philadelphia Textile School which showed an increase of 11.2%

The Dean reported that he is making plans for members of the faculty to get together in a joint conference to discuss the particular courses with representatives of other textile schools. He expects the first of such meetings to be held this winter.

He also pointed out that a request was received from the School of Fine Arts, Division of Architecture, University of Pennsylvania for cooperation with respect to design of buildings for the textile industry. Our seniors are furnishing the technical information, and the University seniors will design the building.

Each University senior will be paired off with the Textile School senior in order that they may advise with each other on the problem. Textile School seniors will make constructive criticism of the plan, just as if they were employing a consulting architect to design a building for them.

In concluding his report the Dean recommended that Donald Craig, who is teaching English as a part-time instructor and who has had his time doubled in the Textile School receive an increase in his compensation by an additional $500 per annum to take effect as of December 1, 1941.

On motion, duly seconded, Professor Donald Craig was granted an increase in his annual salary to take effect as of December 1, 1941, of approximately $292. for the remainder of the fiscal year.

On motion, duly seconded, the meeting adjourned to inspect the new Textile Facultu room and the new textile laboratory.

Julius Seiget
SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-Dec.23,1941

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Tuesday, December 23, 1941 at 4:15 o'clock.

There were present Mr. Stokes in the chair, Mrs. Cavendish, Messrs.D'Ascenzo, Eavenson, Hart, Jenks, McIlhenny, and the Dean of the Textile School.

The minutes of the meeting of the Committee on Instruction held November 26, 1941, were approved.

The report of the Treasurer for the month of November was submitted and approved.

A list of refund applications was submitted to the Committee and on motion, duly seconded, the following resolution was adopted:

Resolved to approve the refund of $30 requested by Jack Gerber on account of the death of his father. The other refund applications of the Art School- Day and Evening Classes - were refused.

The request of Christine Meyers, Saturday Classes, asking for credit of $10 to be applied to 1942-43 tuition fee was approved.

Refund applications for the Textile School were submitted.

It was the consensus of opinion that no refund in these cases should be granted but that if the Dean felt it advisable, credit for the balance, recommended by the Assistant Treasurer, could be applied to tuition in future years.

On motion, duly seconded, it was resolved that the matter of refunds to students in the Textile School be referred to the Dean of the Textile School with power.

The Dean presented the report of the Textile School who spoke on the activities of the staff and the methods by which the faculty is kept in touch with changes in the textile industry.

During the last month, the students of the Textile School were addressed by Sir Kenneth Lee who is representing Great Britain in this country on the Export and Import Council.

Contribution of $1000 from the Rosemary Manufacturing Company toward the modernization program has been received. Another contribution of $250 from the Rock River Woolen Mills to apply to this program has been received also.

The Dean reported that he has adopted the policy of no further purchasing, except absolutely necessary replacement parts.

The Dean explained that a number of schools are telescoping their Christmas vacations, the Spring examination period and the Spring holidays, in order that the seniors may graduate as early as possible. They are also starting a new class of freshmen in June.

On motion, duly seconded, the Dean of the Textile School was directed to give further study to the question of adjusting the School schedules to war-time conditions and to report back to the Committee.

Dean Heard advised the Committee that the facilities of the school and staff will be made quickly available for any legimate war-time requests that may come to the School.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JANUARY 28, 1942.

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, January 28, 1942 at 4:15 o'clock.

There were present, Mr. Stokes in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Messrs. Hart, Jenks, McIlhenny, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held December 23, 1941, were approved.

The report of the Treasurer for the month of December 1941 was approved.

The following students in the Art and Textile Schools were granted refunds:

	Paid	Refund
ART EVENING SCHOOL		
Howard McCune	$ 45.	$11.50
TEXTILE EVENING SCHOOL		
Kenneth Dinger	20.	8.18
Richard Ewing	60.	21.81
Thomas S. Greenwood	60.	24.54
Chauncy O. Page	60.	21.81
George R. Otto, Jr.	40.	16.33
Martin Seldon	10.	
B. Rush Jolly	20.	20.00

Dean Warwick announced the gift to the School by Mr. Paul Remmey of the class of 1926 of one of his water colors, which hangs over the fireplace in the School lobby.

On motion, duly seconded, the Secretary was directed to send Mr. Remmey a letter of appreciation for the water color presented to the School.

Dean Warwick said that with the declaration of war, many new problems have arisen: First, is the loss of students; second, the curtailing of expenditures without sacrificing the educational work of the School. He told the Committee that the Fashion Show given annually at the Manufacturers and Bankers Club, for the students of the Costume Design Classes, will be held

this year in the West Foyer of the Museum with little expense to the School. He reported that the school building is in sufficiently good repair and working order to eliminate any major rebuilding or repairs this summer.

This month we lose some students and two of our instructors, Mr. Riegger, the instructor in Ceramics, and Mr. Berd, instructor with Mr. Ballinger in Advertising Design. After a careful study, the Dean said it was deemed advisable to close the Ceramic Department this coming scholastic year, and until such time as Mr. Riegger is released from service.

Dean Warwick informed the Committee in detail regarding the plans for defense work as directed by the Council for Civilian Defense. He explained that during his absence because of recent illness, a committee, under the chairmanship of Mr. Graham, planned fire drills which have been inaugurated with efficiency and dispatch. Precautions have also been taken for possible air raids which follow generally the plans worked out for fire drills. The Committee is as follows:

Mr. Willard P. Graham
Chairman

Mrs. Helen Stevenson West
Miss Eugenie M. Fryer
Dr. E. Bruce Thomas
Mr. Fred deP. Rothermel
Mr. William Wence
Mr. Raymond Ballinger

On motion, duly seconded, the following resolution was adopted:

Resolved that the thanks of the Committee on Instruction be extended to the above committee in appreciation of the able and efficient manner in which fire drills and air raid precautions have been established for the Art School.

Under the direction of the Zone Warden and Air Raid Warden for this vicinity, all necessary steps for the protection of the student body in case of air raids have been made. First Aid Classes are being conducted by Miss Schell and First Aid Stations will be set up throughout the School.

The Textile Air Raid Committee is working with the Art School Committee and plans for that Department will be concluded shortly.

Dean Warwick spoke about the advisability of having three semesters a year instead of two and said that after a conference with Messrs. Zieget, Graham and Spruance it was agreed that it would not be advisable for this School to under-take such a program.

On motion, duly seconded, it was resolved that it is not in the interest of the Art School to attempt at this time, to accelerate the education of students by telescoping their courses.

Realizing the inadvisability of closing the School from June to the latter part of September, the Dean said it was agreed that certain curricular classes should be established in which the students, especially the girls, could prepare for some form of defense aid and which would not interfere with their education. The first extra curricular activity is being worked out with the Costume Design Class, making this department available for Red Cross sewing and classes in knitting. Miss Orth and Mrs. West will have charge of this work. With Nr. Wyckoff, Mr. Shuler and Mr. Blackburn, the Industrial Design students and the Interior Decoration students are engaged in model building for camouflage work. The Dean stated that a problem already had been submitted to build a model of a power plant which will show the possibilities of industrial concealment. Through the auspices of the Council for Defense this model, with others, will be placed on view at the Franklin Institute in an exhibition to be devoted to industrial concealment. These two classes, the Dean said, could be carried through the summer. Classes could also be set up, on a voluntary basis, in First Aid, Poster Work, Drafting, Occupational Therapy and other subjects. Many of the faculty have already volunteered their services for this work.

On motion, duly seconded, the Dean, Messrs. Zieget, Graham and Spruance were directed to establish such a system, the details of which to be left to the discretion of Dean Warwick.

The report of the Textile School was presented by Dean Heard who said that the policy of plant visits by the faculty is continuing. He gave in detail the activities for the last month. The Dean recently attended the meeting of college presidents and executives in Baltimore. Approximately a thousand college representatives were present for the purpose of formulating plans and policies for educational institutions during the war.

He reported that five boys have left school to enlist in the various branches of the armed forces. All of the Textile students who are on the deferred list are receiving continued deferment to permit them to finish their education. The Dean said he did not anticipate any serious loss in attendance, other than a small percentage of students who will leave the School to enlist, The Dean reported that the Philadelphia Textile School is now an accredited school and so appears on the list of the Adjutant General in Washington and of the Bureau of Navigation.

In the matter of telescoping the Textile School's four year program into a shorter period, the Dean said that since the Textile School requires 147 semester credit hours for a regular Textile Course degree, and 150 semester hours for the Chemistry and Dyeing Course degree, (the average college or university curricular consists of approximately 120 semester credit hours) four and two-thirds years work is now being done in four years.

The Dean is of the opinion that it would not be wise toattempt to further compress this tremendous loan of technical work that is now required.

On motion, duly seconded, it was resolved that in the opinion of this Committee it is not in the interest of the Textile School to telescope the courses in the Textile School at present.

Dean Heard said that one of the requirements for men endeavouring to obtain commissions is a minimum of one year of college mathematics, consisting of one term of trigonometry and one term of college algebra. The mathematics is exactly the freshmen mathematics that is now required in the four-year degree course. The present seniors and juniors have not had this mathematics.

The Dean, therefore, has scheduled an extra session of freshmen mathematics that is meeting after school hours. This course is not a compulsory subject but the student who has not had this subject can obtain the six semster credit hours of mathematics between now and the close of the school in June. He also advised the Committee that Prof. Cross has consented to teach these additional sessions. It has now been meeting for a period of slightly over two weeks. The Dean said that he had established a fee of $10 per course or a total of $20 for the six semester credit hours per student and recommended fifty percent of the fees paid by the student for this extra course be advanced as compensation to Mr. Cross.

On motion, duly seconded, the Committee approved the action of the Dean of the Textile School in establishing extra sessions in mathematics for present juniors and seniors, the fee for which to be $10. per course or a total of $20 for six semester credit hours per student.

On motion, duly seconded, it was resolved to approve the appointment of Prof. Cross to teach the above sessions at fifty percent of the fees paid by the students registered in these courses.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
FEBRUARY 25, 1942.

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, February 25, 1942, at 4:15 o'clock.

There were present, Mr. Stokes in the chair, Mrs. Cavendish, Messrs. Eavenson, Gribbel, Hart, Hayward, Jenks, McIlhenny, Mertz, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee on Instruction held January 28, 1942, were approved.

The report of the Treasurer for the month of January 1942, was approved.

The following students in the Art and Textile Schools were granted refunds:

ART DAY SCHOOL	PAID	REFUND
Edith Gurenson	$100.00	$90.00
Lillian Brenner	60.00	60.00
ART EVENING CLASSES		
Seymour Tubis	45.00	19.00
Jos. Crilley	45.00	15.55
TEXTILE DAY SCHOOL		
Ronald Kramer	150.00	150.00
TEXTILE EVENING CLASSES		
John T. Howard	45.00	8.15
Morton London	40.00	10.90
Edwin J. Tole	60.00	27.20

Comparative tables setting forth registration for the first and second semester of the Art and Textile Schools were submitted as follows:

ART DAY REGISTRATION	1st Sem.	Left	New 2nd Sem.	Sec. Sem.
4th year	66	10	0	56
3rd year	101	15	0	86
2nd year	126	17	1	110
1st year	138	19	19	138
TOTAL FULL TIME	431	61	20	390

Part-Time	43	2	0	41
TOTAL REGISTRATION	474	63	20	431

TEXTILE DAY REGISTRATION

4th year	0	0	0	0
3rd year	40	2	0	38
2nd year	45	6	0	39
1st year	67	11	5	61
Total Full time	152	19	5	138
*Part Time	11	2	5	14
TOTAL REGISTRATION	163	21	10	152

* Three not yet heard from.

Dean Warwick reported that the model camouflaging a power plant is now on exhibition at Franklin Institute. Favourable comment was made on this model and for those who worked upon it.

At the last meeting of the Committee, the Dean was authorized to study the possibilities of inaugurating a summer schedule and recommended the following:

ART PROGRAM

Photography
Costumes for the Phila. Opera Co.
Drawing and Painting.
Out-of-door Painting Classes
Lithography

DEFENSE WORK

First Aid Courses
Posters
Navy Defense Work
Model Work
Red Cross Work
Occupational Therapy
Home Nursing Course
Ceramics

On motion, duly seconded it was resolved to approve the plan for summer courses in the Art School.

Dean Warwick said that vocational conferences have been attended by members of the staff and by the Dean.

On motion, duly seconded, it was resolved to purchase certain books in the collection of the late W. P. Schoonmaker for $150., payment to be made from the Morris Fund Income

The Committee discussed the advisability of keeping in touch with undergraduates and former students of the School called to the armed forces of the Country. The Deans were directed to communicate with these men and to find out, if possible, how the Schools could be of service to them.

The report of the Textile School was submitted by Dean Heard who spoke in detain regarding registration for the second semester in the Textile School.

He told the Committee that lectures of the visiting speakers during February were very interesting and were received by the students with much enthusiasm. The Dean said that he had attended the meeting of Textile Technologists in New York City, on February 4th.

He reported that Dr. Richard Mead of the Wharton School had started the course in Marketing for the seniors this semester. He also reported that the second semester on Raw Materials cours has now gotten underway. The services of Mr. H. C. Slade, Senio Cotton Specialist in the Division of Marketing, Washington, D. C has been secured. Five thousand cotton samples have been collected by the department to lend to the School as well as a complete set of standards.

Mr. Slade meets the class once each week. The expenses of this service, the Dean announced, are Mr. Slade's expenses and transportation charges f r the samples which have been lent for the purpose.

On motion, duly seconded, the above arrangement with Mr. Slade were approved.

When the present class of freshmen finish their work this year, a group of students will, for the first time in the history of the School, have a thorough course in wool grading, in cotton classing, and considerable information on rayon, and synthetic fibres.

Dean Heard said that the School continues to receive many calls from various government agencies seeking highly trained specialists. He told the Committee that the School is constantl receiving requests for advice, and that the seniors are being interviewed for employment.

Dean Heard said that the effort to encourage mills to establish scholarships for the sons of employees or young men in the mill community, interested in obtaining a textile education, is meeting with favor. The Dean has promises of four xxx such scholarships from two textile companies.

Dean Heard spoke in detail regarding the layout of a mill design in which the students of the Textile School worked in cooperation with students in the architectural classes of the University of Pennsylvania.

Mr. Eavenson suggested that he felt it would be advisable for the Schools to prepare a motion picture of their various activities for the purpose of interesting prospective students from among the various secondary and high schools.

On motion, duly seconded, it was resolved that the Chairman appoint a Committee of three to investigate the matter of preparing a motion picture of the activities of the Schools and report to the Committee.

The Chairman appointed the following committee:

Mr. Hayward, Chairman
Mrs. Cavendish
Mr. Zieget

On motion, duly seconded, the meeting adjourned.

Julius Zieget
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
MARCH 25, 1942.

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, March 25, 1942, at 4:15 o'clock.

There were present, Mr. Stokes in the chair, Mrs. Cavendish, Mrs. Hardwick, Mrs. S. Emlen Stokes, Messrs. Eavenson, Gribbel, Hartm Hayward, McIlhenny, Mertz, Watkins, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee on Instruction held February 25, 1942, were approved.

The report of the Treasurer for the month of February, 1942, was approved.

Dean Warwick told the Committee that in cooperation with the Director of the Museum, arrangements are going forward to hold the Fashion Show in the Museum on May 6, 7 and 8. There will be five performances, all in the afternoon. The expenses in connection with the show have been kept to the minimum.

In connection with the Course in Costume Design, Dean Warwick told the Committee that a very interesting lecture was given to the students by Miss Haley of the Celanese Corporation of America, entitled, "Rayons and How to Handle Them".

Another illustrated talk was given by John Ries of the Allied Engraving Company for the students in the Illustration Course on methods of reproduction. A very interesting and practical problem was given the class in Illustration when Mrs. Manning Lee, Art Editor of "Jack and Jill" , a juvenile publication, supplied the class with the material and specifications for designing a cover for that magazine. When the drawings were handed in,Mrs. Lee , as guest critic, gave the students a two hour lecture and criticism, followed by an open discussion on the field in general of illustration for children's magazines.

Follwing the School's policy of giving students problems that approach the practical in industry, the supervisor of the course in Industrial Design, contacted Mr. Pearson, head of the Design Department of Philco Radio. He succeeded in having them give the students a definite design problem in the same manner in which they develop radio designs in the Philco Plant. The problem was the designing of a television set. An afternoon was spent at the plant and the drafting department, studying

layout methods and television reception under the guidance of the head designer. A definite written problem, with specifications and blue prints, was given them. In studying the cabinet production, Mr. Shuler made arrangements with the head of the Red Lion Cabinet Company to permit the class to make a tour of their plant. Incidently, this plant is the finest in the country for radio cabinet production. After spending a day at the cabinet plant, the students prepared at least ten preliminary studies. Sketches were sent to Philco where the design department balloted for the design to be developned in each group. A representative of the company criticized the sketches from a practical angle and from a customer-acceptance angle. The students are now developing full-size details, the scale models and photographs, as well as presentation drawings which will be in full color. These will then be taken to the Philco Company where the Sales Department will make an examination for the purpose of developing the designs into full size cabinet models.

In the annual poster competition, "May Day at the Zoo", which was open to all art schools and artists in Philadelphia, the first prize and the third prize were awarded to graduates of the School. Fifteen of the posters entered in the competition, including the prize winners, will be shown in the Lecture Hall from April 13 to 16 inclusive.

The Dean was happy to report that the amount raised by the students for the Red Cross War Fund was $560.

Dean Warwick stressed the importance of vocational conferences. He said that he had attended such a conference at Bridgeton High School, and that he and Mr. Spruance will attend a vocational conference at Princeton Junior and Senior High Schools. He reported that Miss Orth had given three talks on Costume Design as a Career to about 250 students of the Lower Merion High School and will speak on the same subject to the students of the Audubon Senior High School shortly. The Dean explained that he will talk to the students in the Saturday Morning Junior Classes in which group there are approximately 20 students who will graduate from High Schools this spring.

Dean Heard presented the report of the Textile School. He told the Committee that since the February meeting three students had left the School - one to enlist in the armed forces and two on account of illness. The decrease in registration, he explained, is fifteen percent since the school opened last Fall.

The visiting speakers are being received with a good deal of enthusiasm by the students. The students of the Chemistry and Dyeing Courses have been interviewed for positions with the Ciba Company.

In connection with the Textile School rendering assistance in the War Program, the Dean said that for the past several weeks the School has been receiving so many calls from plants interested in converting their equipment for the manufacture of cotton duck, that he felt it advisable to arrange a one-day symposium on cotton duck and invite the trade to send representatives for the occasion. A faculty committee, consisting of Professors Cox, Probasco, Naab and Algeo, was appointed to develop the program. Four outstanding men in the textile industry were invited to appear on the program for the day.

The Philadelphia Textile Manufacturers Association cooperated with the Textile School in connection with the publicity and the results in publicity, attendance and interest were far beyond expectations. The Dean said that this was one way in which the School could be of service in the Defense Program.

The Dean reported that a prominent member of the Armed Forces had been sent to the School to secure two faculty members of the Philadelphia Textile School for the duration of the war. These men will receive the rank of Major and will be commissioned as quickly as the necessary documents can be executed.

The Dean told the Committee that a faculty committee together with a student committee are rapidly completing plans for the first open house, to be held Friday, April 17. Invitations have been mailed to all high schools withina radius of fifty miles.

The Committee appointed to study and report on the matter regarding motion pictures of the two schools reported that neces ary arrangements could be made to take pictures of both schools and that the cost would be $1,000.

On motion, duly seconded, the following resolution was adopted:

Resolved, that Mr. George Cavendish be engaged to prepare a motion picture of the work of the Art School and of the Textile School, the cost of which not to exceed $1,000.

Dean Heard reported that Mr. Probasco had consented at the request of certain students, to give a brief course in Mechanics and suggested that the small charge made to the students be paid Mr. Probasco as compensation for this service.

On motion duly seconded, it was resolved to pay Mr. Probasco the funds collected from students for the special course in Mechanics.

The Chairman said that he felt Miss Anna Warren Ingersoll would make a desirable member of the Committee and on motion, duly seconded, Miss Ingersoll was appointed a member of the Committee on Instruction.

The meeting, on motion, duly seconded, then adjourned.

Julius Geiger

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION-April 22, 1942

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday April 22, 1942 at 4:15 o'clock.

In the absence of the Chairman, Mr. Eavenson occupied the chair with Mrs. Cavendish, Miss Ingersoll, Messrs. Gribbel, Hayward, McIlhenny, Watkins, the Dean of the Art School and the Dean of the Textile School present.

The Chairman graciously welcomed Miss Anna Warren Ingersoll to the Committee and told the Committee that Mr. McIlhenny who had received his commission in the Navy Intelligence Air Corps, expected to leave soon for Rhode Island Officers Training School.

The minutes of the meeting of the Committee on Instruction held March 22, were approved.

The report of the Treasurer for the period ending on March 31, was submitted and approved.

On motion, duly seconded, the following refunds were granted:

ART EVENING VLASSES	REFUND	PAID
Melvin Golder	Credit of $18. for use in 1942-43	$45
TEXTILE DAY CLASSES		
Norman Greenburg	$150.	$150
Richard McCarty	84.37	150.

The matter of a $90. refund for Richard D. New was laid on the table until the next meeting of the Committee.

The Dean of the Art School in presenting his report, said that he was strongly in favor of keeping in touch with the men who had been associated with the School, and who were now in the armed forces of the United States. He said there were at least 35 in the service. He suggested a School paper for this purpose.

He told the Committee that members of the Staff in the Course in Teacher Education will attend the 4th Annual Meeting of "The Eastern Conference on Art Education" to be held at Kutztown, Penna. on April 26th.

He reported in connection with the vocational conferences, and on the Fashion Show to be held at the Museum, May 6,7 and 8.

The Dean announced that the first prize of $500 in the McCandlish Exhibition of Posters was won by John Milligan, who was graduated in the class of 1937. There were 410 entries in the competition.

He further announced that from May 9 to May 31, the Ceramics of the Western Hemisphere, an exhibition which is being sent by the Syracuse Museum of Fine Arts, will be shown at the Philadelphia Art Alliance. The School has been asked to exhibit work from the Ceramics Department at that time.

In reporting for the Textile School, Dean Heard announced the departure of Professor Bertolet to act as civilian consultan in the Army Quartermaster Corps at Jeffersonville. He told the Committee that the Textile School is in constant communication with the Quartermaster Depot and it is possible that many of the faculty members will be needed for summer work in the Quartermaster Corps in Washington, Jeffersonville or Philadelphi

During the past few weeks the Textile School has received the following contributions:

From the Thomas Halton Sons Co. - for the new terry loom
A new jacquard head

From H. W. Butterworth Sons Co
A new stainless steel combination raw stock and package dyeing machine

From the Whitin Machine Works
A schweiter winder

From Mr. George W. Lindley, Germantown
A Raechel Knitting Machine

The Secretary was directed to extend the thanks of the Committee to the donors of the above equipment.

Dean Heard told the Committee that the humidification system was completed and turned on for the first time April 17.

The first Open House for the Textile School washeld On Friday April 17. The Faculty Committee and students carried out the program in a very successful manner. Approximately seven hundred and fifty high school students, representing about thrity-five high schools, went through the building.

Colonel Brown invited Mayor Samuel to visit the school at this time. The Mayor accompanied by the Secretary of the Philadelphia Chamber of Commerce showed a good deal of interest in the School.

Plans for the moving picture are going forward and a number of Textile Departments have been "shot".

With the assistance of one of the Textile graduates and the secretary of the rayon producers group, a fine lecture program has been arranged on rayons and other man-made fibers for the entire Textile School. This program will conclude the course in raw materials which has covered animal, vegetable and man-made fibers.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Committee on Instruction recommends to the Board of Trustees that the name of the Philadelphia Textile School be changed to the Philadelphia Textile Institute, subject to the approval of the Chairman of the Committee on Instruction upon his return to Philadelphia.

Mr. Hayward suggested plans to extend the services of the Philadelphia Textile School. After a full discussion, upon motion, duly seconded, Mr Hayward was made Chairman of a committee to study the advisability of extending the facilities of the Philadelphia Textile School with power to appoint his committee.

The meeting on motion, duly seconded, adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
MAY 24, 1942

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, May 24, 1942, at 4:15 o'clock.

There were present, Mr. Stokes in the chair, Mrs. Cavendish, Miss Ingersoll, Messrs. D'Ascenzo, Eavenson, Gribbel, Hart, Jenks, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting held April 22, 1942, were approved.

The report of the Treasurer for the period ending April 30, 1942, was submitted and approved.

The matter of the refund for Richard D. New amounting to $90. was brought to the attention of the Committee and on motion, duly seconded, was approved.

Dean Warwick reported that while an increasing number of students are being inducted into the Army, it is interesting to note that a great majority have been placed in selected service positions and many have qualified for officers' training. One of the factors in their favor has been their quick ability to r ad aerial photography due to their training in observation abd drawing.

A number of our students have been placed in defense positions, six are now working in the drafting rooms of Budd, for of whom have been advanced to positions of importance.

Dean Warwick submitted a letter from Dr. Thomas in which letter Dr. Thomas stated that the General Electric Company had intended forming a class for instruction in drafting work thei wished to have done at their plant. After interviewing the desired number of students the Personnel Manager stated that the students sent from the School were trained so far beyond what they had anticipated, tnat the plant was abandoning its plan to form a class for special instruction and was placing them in full-time work at the time they reported.

Dean Warwick wished to express to the Committee how happy he was at the success of the Annual Spring Fashion Show held for the first time at the Museum. He expressed his thanks for the assistance and cooperation given by Mr. Kimball, Mr. Marceau and Superintendent Barbour. Plans are being made for the work of the Costume Design Course next year.

The most important matter before the School at this time is arrangements for the Commencement Exercises to be held at the Museum at 10:30 A. M. June 4 and for the the exhibition of the work of the students of the Schools beginning Thursday June 4 at 8 o'clock in the evening.

The Dean was happy to announce that Staats Cotsworth, a graduate of the School, and now a member of Maurice Evans' Macbeth Company, called upon the School suddenly for cooperation with Mr. Evans in his adaptation of his production to fit the stage at Camp Meade where Macbeth is being played next week. The Stage Costume Class immediately began painting a small stage set to replace the large one. Mr. Evans and Mr. Cotsworth commended the Stage Costume students on their ability to cope with the problem with such professional facility .

The Dean, in submitting the Budget for the year 1942-43, pointed out that the School Faculty are doing everything in their power to interest the students to register for next year as well as to interest prospective students to enter the School. He pointed out that the tuition fees paid last year in the Art School amounted to $115,000 but that this item was included in this year's budget in the amount of $96,800. He frankly stated that while this was a reasonable estimate, he would suggest that the Budget be approved tentatively to be reviewed at the meeting of the Committee in the fall after registration had occurred. After careful consideration by the members of the Committee of the various items in the Budget, it was, on motion, duly seconded,

RESOLVED that the Budget submitted by Dean Warwick be sent to the Board of Trustees as tentatively approved by the Committee on Instruction.

Dean Heard presented the report of the Textile School and announced that Professor Ercal Kaiser of the Jacquard Department has been accepted as a civilian textile specialist in the Army Quartermaster Depot at Jeffersonville and has reported for duty.

The Dean said that he had suggested to the Quartermaster Department in Washington that the facilities of the textile schools be pooled for the summer and the various instructors be lent to different agencies of the Army, Navy, Marine Corps, Air Corps, Motor Transport, and any other branch of the service that might have a textile problem on which these men could be of assistance during the summer. He was happy to report that the suggestion was accepted and plans are being made to carry through the programme. Faculty members are to receive a rate of compensation that corresponds nearest to his present salary.

On motion, duly seconded, it was resolved to approve the arrangement whereby faculty members of the Textile School may be employed by the armed service of the country.

Dean Heard announced that he had been requested to administer this programme and asked the Committee's approval.

On motion, duly seconded, the Committee approved Mr. Heard's assisting in administering the programme outlined above.

The Dean has also arranged with certain manufacturing companies to institute special work for training loom fixers and weavers now working on war work. This arrangement was approved by the Committee

Dean Heard advise that two new looms which were ordered last fall had been received. This means that when the School opens next fall, the Textile School will have three very fine looms in the weave room. The Dean was delighted to have some new equipment in this department for the first time in over twenty years.

The Dean announced that he had been very active since the last meeting. He has attended the meeting of American Cotton Manufacturing Association and also participated in a radio program for National Cotton Week at one of the local department stores. He also spoke at a luncheon meeting of the Young Men's Board of Trade in New York City and attended a meeting of the American Association of Textile Technologists in New York City and was requested to serve as chairman of the Planning Committee of this organization. He discussed war work and the distribution of work among the plants of the city at a luncheon meeting of the Wool and Worsted Manufacturers and on May 21 attended a meeting of the Underwear Institute at the Benjamin Franklin Hotel.

He was happy to annouce that on May 22, a meeting of the student body was held to explain fully the V-L Naval Program. The School is qualified under the program laid down by the Bureau of Navigat It is necessary to institute a course of physical training consisting of a minimum of three hours per week under a qualified physical training instructor. The Dean announced that arrangements for this course would be $5 per student per semester, and recommends that this charge should be passed on to the student.

On motion, duly seconded, the Committee approved the arrangement made by Dean Heard for physical instruction in connection with the V-L Naval Program and that the fee of $5 for this course be directly charged to the student.

In presenting the Budget for the year 1942-43, Dean Heard announced that he felt we may expect a decrease in enrollment and recommended that an increase be made in the tuition fee beginning 1942-43 scholastic year. He suggested that the fee of $300 be increased to $325 for the regular full-time day students. He also recommended that an increase of $5 be made in the Evening School tuition fee which will bring the amount of this tuition fee to $25.

On motion, duly seconded, it was unanimously agreed that the regular full-time tuition fee of the Philadelphia Textile School be increased to $325. and the Textile Evening School tuition fee be increased to $25. per student.

The Dean then submitted the details of the Budget remarking that in view of the uncertain conditions and the fact that the School is largely dependent upon tuition, any estimate on enrollment is purely theoretical due to rapidly changing conditio

He submitted the Budget, therefore, with the request that the Committee review the entire situation at the September meeting after registration has been completed. After careful consideration, it was decided to approve the Textile School Budget as submitted by Dean Heard, and that the Budget be reviewed at the September meeting for any admission or changes after registration has been completed.

Mr. Eavenson said that he thought it would be advisable that the last meeting of the Committee on Instruction which would be held June 24 should be a more lengthy one than the regular meetings. He, therefore, generously offered to act as host at the next meeting which he suggested should be held at the Philadelphia Country Club at seven o'clock on June 24th.

On motion, duly seconded, the Committee accepted Mr. Eavenson's kind hospitality to dinner. The Secretary was directed to notify the members of the Committee on Instruction that the stated meeting of the Committee will be held at the Philadelphia Country Club on Wednesday, June 24, at 7 P. M.

The meeting then adjourned.

Julius Giger
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JUNE 24, 1942.

A dinner meeting of the Committee on Instruction was held at the Philadelphia Country Club on Wednesday, June 24, 1942, at seven o'clock.

Mr. Stokes in the chair, Mrs. Cavendish, Mrs. Hardwick, Miss Ingersoll, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Eavenson, Gribbel, Hart, Jenks, Mertz, Watkins, the Dean of the Art School, the Dean of the Textile School and the Secretary of the Corporation.

The Chairman graciously thanked the host of the evening, Mr. Alban Eavenson, for his hospitality.

The Chairman announced that the Board of Trustees at its meeting on June 3, approved the change of the name of the Philadelphia Textile School to the Philadelphia Textile Institute.

The minutes of the meeting of the Committee on Instruction held May 24, were approved.

The report of the Treasurer for the month of May was presented and on motion, duly seconded, approved.

The President announced that the Treasurer had received from Mr. Algeo for the Philadelphia Textile Institute the sum of $1,427.50 the balance of a fund which had been collected for special emergency purposes of the Institute.

The report of the Art School was given by Dean Warwick who read letters from Mr. Charles T. Coiner and from Mr. Guy Fry commending the high standard of the students' work shown in the recent Annual Exhibition.

Dean Warwick also spoke on the aims and ideals of the Art School and the necessity for the creation of endowment funds to carry on the work of the School.

The report of the Textile Institute was presented by Dean Heard who announced that members of the Alumni Association as wel as other persons interested in the progress of the School were pleased with the change of the name of the Textile School.

He also spoke of plans and ideas for the expansion and usefulness of the Textile Institute. He reported on faculty activities as follows:

Mr. Williamson of the Raw Materials Department reported to the Philadelphia Quartermaster Depot on June 1 and has been assigned to New England to study woolen and worsted finishing during the summer.

Professor Cox represented the Instutute at the June meeting of the American Association of Textile Technologists in New York

Dean Heard attended the annual meeting of the American Association of Textile Chemists and Colorists with Mr. Eavenson at the Manufacturers Club on June 12.

The Annual Alumni outing at the Manufacturers Country Club was held on June 5 with a very good attendance.

The Dean spoke before the annual convention of the American Association of Home Economics in Boston, June 23

Three new members have been added to the faculty, they are; Mr. Paul C. Beatty, instructor in weave formation and fabric analysis Mr. B. R. Koenig, instructor in jacquard design and color harmony, Mr. Robert Pickens, instructor in Chemistry and Dyeing Department.

The special projects undertaken by the faculty included a request from Washington to re-design the mosquito netting used by the Army, to provide fabric with a smaller mesh to keep out sand fleas. Several members of the staff were given this problem and a design was submitted The Institute was then requested to weave several yards of the new fabric as quickly as possible. The fabric will be ready within a few days.

A sample of a fabric for war use was woven for the Polaroid Corporation, which sample was approved by the Polaroid Corporation who how has requested the Institute to weave thress additional samples with yarn furnished by them. This project is underway.

A request was received from the Aralac Company to spin some yarn of one hundred persent aralac which is a casein fiber and weave it into a sample fabric. This project is also underway.

The Textile Institute is also cooperating with the Eastern Regional Laboratory of the United States Department of Agriculture. It has spun yarn and has woven the fabric of one hundred percent casein fiber that was made in the laboratory at Wyndmoor.

Dean Heard reported that the new catalog was now in the printers' hands and recommended faculty ratings that are usual and customary among colleges and universities as follows:

R. S. Cox	Professor in charge of Jacquard Design and Color Harmony, Assistant Dean and Director of the Evening School.
A. Ward France	Professor in charge of Wool and Worsted Manufacture.
Frank L. Giese	Professor in charge of Weave Formation and Fabric Analysis
John Naab	Professor in charge of Cotton Yarn Manufacture and Knitting
Wm.McLain	Professor in charge of Hand Weaving, Plain and Dobby Weaving.
P. Theel	Professor in charge of Chemistry, Dyeing and Printing
L. DaC.Ward	Associate Professor of Chemistry and Dyeing
J. Goodavage	" " " " "
G. G. Byler	Assistant " " " " "
D.V.Probasco	" " of Plain and Dobby Weaving
J. H. Cross	Assistant Professor of Physics, Mathemativs and Textile Testing
W.Williamson	Assistant Professor of Raw Materials and Finishing
P. C. Beatty	Instructor in Weave Formation and Fabric Analysis
B.R.Koenig	Instructor in Jacquard Design and Color Harmony
R.C.Pickens	Instructor in Chemistry and Dyeing

Four men from the Wharton School - Dr. Robert P. Brech, Mr. Allen H. Keally, Dr. Richard R. Mead and Mr. Herman E. Michl - pn special courses, Lecturers on their respective subjects.

The men from the Art School - Mr. Edward Walton, Mr. Donald Craig, Dr. Thomas and Mr. Zieget, Lecturers or Instructors.

On motion, duly seconded, the above recommendations in connection with faculty ratings were approved.

Dean reported that salary for a librarian for the current fiscal year had been set up in the budget in the amount of $1500. This amount was approved by the Board. He pointed out that in order to s cure a responsible person for this position it was necessary to increase the budget item by $500.

On motion, duly seconded, it was resolved to approve increasing the annual salary of the librarian of the Philadelphia Textile Institute to $2000.

The meeting then adjourned.

Julius Zieget
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

September 23, 1942

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets on Wednesday, September 23, 1942 at 4.15 o'clock.

There were present Mr. Stokes in the chair, Mrs. S. Emlen Stokes, Messrs. Eavenson, Hart, Jenks, Mertz, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee held June 24, 1942 were approved.

The following applications for refunds, presented by the Treasurer, were approved:

ART DAY CLASSES				
Alice Van Buren	Paid	$127.	Refund	$117.
Ruth Webber	"	127.	"	117.
TEXTILE DAY CLASSES				
Austin McIlvaine	Paid	$195.	Refund	$195.
Elliot Rothman	"	5.	"	5.
Warren Wiegand	"	200.	"	190.
Arthur Ziener	"	200.	"	190.

Dean Warwick submitted the report of the Art School and told the Committee that 270 full time students have registered in the Art School. He submitted the following comparative table:

ART DAY REGISTRATION

	1942-43	1941-42
4th year	52	63
3rd year	56	100
2nd year	83	124
1st year	79	129
Total Full Time	270	416
Part Time	9	26
TOTAL REGISTRATION	279	442

The Dean pointed out that in the budget estimate for 1942-43 the item for tuition was estimated at $96,786. The total amount received to date is $68,800. He said that every effort is being made to help weather the war years. He has written Dr. Valentine Kirby, Chief of Art Education at Harrisburg, requesting information regarding the proper contact for Federal aid. The Dean has based his claim for Federal aid on the fact that 80% of the male students inducted into the Army have been selected for special army service, due to their training here. Secondly, this year courses in Industrial and Engineering Drafting and Pattern Making have been established and many students trained at the School have accepted drafting positions in essential war industries. Thirdly, the Dean reported that together with Mr. Shuler they completed the course in camouflage at the University of Pennsylvania last summer. This course has been approved by officials at Fort Belvoir. Two

courses, five weeks each, one beginning in November and the other in February, will be inaugurated. The course given at the School will be supplementary to and coordinated with the course at the University. Details will be worked out with Dean Koyl of the University of Pennsylvania.

Dean Warwick and Mr. Pitz are members of the Committee of the Graphic Arts Division of the Philadelphia Council of Defense. A number of instructors and students of the School have given much time and aid to this program. The City has appropriated funds for the reproduction of posters and since June 1, the Committee has prepared and sent through the press, 24 sheet posters for Tin Salvage, 4000 multiple sheet posters for the War Transportation Committee, designed by Raymond Ballinger, instructor in Advertising Design, the Air Raid Protection chart, which was shown in the Art Directors' Show. Permanent displays have been designed and installed at 16 and 18 South 15th Street, a 24 sheet poster in two colors and half tone, stressing the importance of public support of Civilian Defense, underwritten by the State of Pennsylvania with the generous cooperation of the General Outdoor Advertising Company, has also been prepared.

After the last World War, a number of men were sent to the School by the Veterans' Bureau for rehabilitation. Together with a committee composed of Messrs. Walton, Geiszel and Copeland the former two men having attended the School as veterans of the first World War, Dean Warwick will prepare a plan to be submitted to the Veterans' Bureau for establishing this training for incapacitated service men of this war.

Many problems needing special consideration in relation to the rearranging of courses, teaching responsibilities, etc., will come up. The Dean suggested the appointment of a subcommittee to study these problems before the meeting of the Committee on Instruction to expedite any necessary action.

Upon motion, duly seconded, the Chairman was authorized to appoint a subcommittee of three members of the Instruction Committee to act as an advisory committee to the Dean of the Art School.

To meet the requirements of the Pattern Making Course and the Camouflage Course, tools and machinery are needed. These items can very well be used by students enrolled in Industrial Design, Teacher Education and Interior Decoration Course.

On motion, duly seconded, it was decided to purchase tools and machinery for the Art School, in the amount of $800., payment to be made from the John T. Morris Fund Income.

For the course in English given by Professor Craig, it is necessary to purchase books for the library.

On motion, duly seconded, it was resolved to appropriate a sum of $100., for books in relation to the English Course, payment to be made from the John T. Morris Fund Income.

Dean Warwick discussed the National Scholastic Art Awards sponsored by the Magazine "Scholastic". Leading art schools throughout the country have volunteere scholarships for the most worthy students who submit a portfolio and credentials to the National Scholastic Scholarship Jury. To date the Art School has not been

a party to this arrangement. The scholarship includes free tuition for the duration of the student's attendance to the School on condition that he maintains a high scholastic standing required for scholarship students at the respective school. The magazine "Scholastic" publicizes the Art Schools joining this arrangement in some 100,000 Rules Booklets and in several announcement issues of "Scholastic" magazine.

On motion, duly seconded, it was resolved to establish a $250 scholarship to be awarded to students participating in the above plan sponsored by the magazine "Scholastic".

The report of the Textile School was presented by Dean Heard who reported on the activities of the Textile Institute during the summer. The facilities of the Institute and the cooperation of the faculty have been used by the War Department and by firms under government contract with great satisfaction. Professor Williamson, who had been engaged at the Quartermaster Depot, submitted a report in connection with his activities. Professor Naab, Ward, Probasco, Goodavage, France, Theel were all engaged outside the Institute this summer as were Mr. Beatty and Mr. Pickens.

The Dean made several trips to Washington in connection with various problems relating to war work. He has visited many outstanding related industries and on August 12 attended the Board of Governors' meeting of Textile Technologists in New York and had a committee meeting of a group from the American Association of Home Economics to set up specifications for scholarships in the Association. After the initial offering of two scholarships in the Association, the Dean invited a number of textile firms to participate. The following mills have contributed two scholarships for one year each, the total amounting to $650; J. P. Steven Company, Pacific Mills, American Viscose Company, Celanese Corporation. The following firms have contributed one scholarship for $325 each: Forstmann Woolen Company, Stroock Company and Holmes Rug and Carpet Company.

The Dean reported that the two home economic scholarships contributed by the Institute to the American Association of Home Economic have been assigned to Miss Marjorie Neal of Bessemer, Alabama, and Miss Martha Jungerman, of Bowling Green, Kentucky. These young women are both graduates of a home economics course with a Bachelor of Science degree and have had a minimum of three years teaching experience. The Dean expects to have about four to six additional women in the school within the next few weeks on these scholarships.

The eight additional scholarships have been assigned to various students - seven to freshmen and one to a sophomore, three of these going to South American students awarded on recommendation of the Committee headed by Mr. Nelson Rockefeller and of the New York City Committee for South American development.

The opening program for freshmen began Monday morning, September 14. A two day session of testing for the first year men was conducted in a very fine manner by Dr. Thomas, Mr. Cox and the various members of the faculty. The program inaugurated last year, consists of thirteen aptitude tests, together with a color blindness test for checking new students. Dr. Thomas reported that the freshmen have a ranking of approximately five per cent higher than the average entering college freshmen this year, which is very encouraging.

Enrollment in the various classes is as follows: 43 first year, 47 second year, 23 in the third and 2 in the 4th year or a total of 115. This compares with 160 at the same time last year or a decrease from last October of approximately 26½%.

Dean Heard reported that ordinarily there is a full evening school enrollment; some times it has been necessary to stop enrollment. This year, however, there are only 55 applications to date. Normally there would be 125 evening school requests.

Representatives from the Army, Naval V-1 and V-7 programs, the Naval Aviation V-5 program and the Marine Corps visited the School on Monday, September 21, to address the student body with respect to the Enlisted Reserve Corps programs. Practically the entire student body is signed up in one branch of the service or another. The visit on Monday was for the purpose of clarifying any questions that may have arisen in the minds of the students, and to inform them fully on the program operation for the current year.

Dean Heard reported that another member of the faculty, Mr. Joseph Goodavage has been called to report in the Army October 4th. The Dean hopes to secure a man suitable to fill this vacancy.

Dr. Thomas, who is included in the Budget for the spring semester in the Textile Institute, has had his work extended to include teaching during the fall semester. The Dean, therefore, recommended a budget increase of $150. for nine months instruction or a total yearly compensation to Dr. Thomas of $600.

Dr. Robert Baker Mitchell of the Wharton School has been engaged to teach the Costing Course beginning with the fall semester at the rate of $15 per hour, or a total of approximately $450. for the semester.

Upon motion, duly seconded, Dr. Thomas's yearly compensation for his work in the Textile Institute was fixed at $600.

Upon motion, duly seconded, it was resolved to approve the action of the Dean of the Textile Institute in engaging Dr. Mitchell to teach Costing beginning with the fall semester @ $15 an hour, or a total of $450.

The budgets of the Art School and Textile Institute were approved by the Board at its June meeting with the provision that they be reviewed again by the Board after registration has taken place. The Treasurer pointed out that the tuition fees for the Textile Institute would probably be between $10,000 and $14,000 less than the budget estimate, and for the Art School between $20,000 and $25,000 less.

On motion, duly seconded, the meeting adjourned.

Julius Lippt
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

October 28, 1942

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, October 28, 1942, at 4:15 o'clock.

Mr. Stokes in the chair, Mrs. Cavendish, Miss Ingersoll, Mrs. S. Emlen Stokes, Messrs. Eavenson, Gribbel, Hart, Hayward, Jenks, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee on Instruction held September 25, were approved.

The report of the Treasurer for the period ending September 30th, 1942 was submitted and approved.

The following tables in connection with registration were submitted:

ART DAY CLASSES:			
1st year	88		
2nd year	85		
3rd year	57		
4th year	54		
Total full time	284		
Part time	27	311	
Art Evening Classes		103	
Art Saturday Classes:			
Junior	242		
Adult	18	260	
TOTAL ART SCHOOL REGISTRATION			674
TEXTILE DAY CLASSES:			
1st year	45		
2nd year	46		
3rd year	26		
4th year	3		
Total full time	120		
Part time	3	123	
Textile Evening Classes		146	
TOTAL TEXTILE SCHOOL REGISTRATION			269

On motion, duly seconded, the following resolutions were adopted:

RESOLVED to approve the following refunds to students in the Art and Textile Schools:

	Paid	Refund
ART DAY CLASSES:		
Brill, Carl	$ 2.00	$ 2.00
Jochen, Victor B.	25.00	25.00
Miller, J. Paul	127.00	117.00
Seiler, Helen	127.00	117.00
Vitabile, William	127.00	92.00
ART EVENING CLASSES:		
Insinna, Philip G.	45.00	40.00
Stein, Adam	45.00	45.00
ART SATURDAY CLASSES:		
Shea, Crolinda	10.00	10.00
TEXTILE DAY CLASSES:		
Flanzig, Jos.	200.00	200.00
Guerin, E. Normand	0	cancel registration
Shapiro, Jos. L.	175.00	175.00
Sachs, Carl	165.00	107.00
TEXTILE EVENING CLASSES:		
Blakeney, W. G.	60.00	60.00
Hinde, Geo.	90.00	90.00
Judelsohn, D. H.	90.00	90.00
Rue, Jos. H.	20.00	20.00
Schneider, Harry	90.00	90.00

The Treasurer submitted a list of 46 Art School Day students, 30 Art School Evening students, 20 Textile Institute Day students, and 29 Textile Institute Evening students who requested deferred payment of their tuition.

On motion, duly seconded, the list for deferred payment of tuition requested by students registered in the schools was approved.

In submitting the report for the Art School, Dean Warwick pointed out that the war is more and more affecting registration. He spoke about the restlessness among the students and said that everything possible was being done to hold their attention. A refresher course in First Aid work has been started - students in the Costume Design classes are making Red Cross bags. These will be sent to the boys in service. The students will have a party November 11 to raise money in order to fill the bags with cigarettes, soap, razor blades, etc. A South American week has been planned. The United Fruit Company will show a colored moving picture. The entire week will be devoted to problems incorporating a South American theme. The Dean is arranging to have certain representatives from two South American countries speak to the student body also.

Again the faculty is well represented in the current Water Color Show at the Academy of the Fine Arts. Mr. Spruance and Miss Iliff receiving partic-

ularly high commendation. The Dean and Mr. Copeland served on the Jury. Mr. Merrick, Mr. Pitz and Miss Iliff are scheduled to give gallery talks.

The extended curriculum has now gotten well underway. The class in Pattern Making consists of men from the Navy Yard. Unfortunately, the number of men registering in this course has to be limited on account of the lack of sufficient tools.

The special class of ten lessons in remodelling garments has been advertised and has met with a good response.

The class in Engineering Drafting is not as large as we had hoped it would be, but it is growing, and we sincerely trust it will develop into a large class - the total now is 15. This course is held 3 hours, three nights a week (7 to 10). The Dean explained that he had transferred Mr. Klinges who formerly taught Interior, to instruct these students. His rate of compensation is $10 an evening for 3 evenings a week, or a total of $780. (An increase from $390 to $780.)

Mr. Renzetti has been appointed to teach photography in Mr. Goodall's place at the rate of $15 for one-half day a week, or a total of $480. This affects the budget in this amount.

On motion, duly seconded, the above appointments were approved.

The report of the Textile Institute was submitted by Dean Heard who spoke briefly in connection with registration.

He reported in detail regarding the activities of the staff and faculty during the month.

Dean Heard spent September 24 in Washington at the Quartermaster General's office, presenting the special 12 weeks training program that has been prepared at the request of the Army officials. The program has met with approval and at present is very promising.

On October 19, Dean Heard had a conference in New York with ten of the leading women home economists in the city for the purpose of planning a seminar session to be held each month at the Institute. It is planned to have about 20 or 30 leading women in this field attend a seminar session one night each month. The first meeting has been set for Tuesday, November 3.

Dean Heard was happy to report several generous donations to the Textile Institute.

He told the Committee that every effort is being made to secure financial aid from the City and that on Thursday, October 29th, City Council, several officers from the Army, Navy and Marine Corps Depots will visit the School for an inspection trip. The tour will be followed by a luncheon in the Faculty room. Col. Millard Brown, President of Continental Mills, and a former member of the Committee on Instruction, and Mr. George Elliott, Secretary of the Philadelphia Chamber of Commerce, will be present also. Col. Brown and Mr. Elliott are very interested in the activities of the Institute.

The Textile faculty has been meeting each Monday afternoon for the past four weeks and members of the staff who have performed special duties during the summer have been discussing their activities. In this way the information gathered will be made available to the entire faculty and staff.

The Testing laboratory is making progress although it is extremely difficult to obtain priorities today.

A Committee of the faculty has been set up to make recommendations on a fabric collection at the Museum which would best serve the school, the industry, and fabric designers in the textile industry.

Another committee has been formed to study government specifications on fabrics which, at present, seem to be too rigid for present military use.

Dean Heard reported that the colored movie prepared by Mr. Cavendish and a committee from the school is now completed. The members of the Committee have been invited to view this movie.

Upon motion, duly seconded, the meeting adjourned to view the motion picture of the educational activities of the Textile Institute.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

November 25, 1942

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, November 25, 1942 at 4:15 o'clock.

Mr. Stokes in the chair, Mrs. Cavendish, Miss Ingersoll, Mrs. S. Emlen Stokes, Messrs. Eavenson, Hart, Hayward, Jenks, the Dean of the Art School and the Dean of the Textile Institute.

The minutes of the meeting of the Committee on Instruction held October 28, 1942 were approved.

The report of the Treasurer for the period ending October 31, 1942, was submitted and approved.

The President announced that the Finance Committee of the City Council had recommended an appropriation for the Textile Institute of $50,000.

On motion, duly seconded, the following resolution was adopted:

RESOLVED that the following students be granted refunds:

TEXTILE DAY CLASSES	Paid	Refund
DeHaven Butterworth	$165.	$ 77.65
Fred Rosenkoff	165.	97.06
Natan Roskies	215.	192.00
TEXTILE EVENING CLASSES		
Barrish Axelrod	75.	52.18
George K. Fox	75.	62.50
Augustus Snyder	75.	75.00
ART DAY CLASSES		
Frank Acquaviva	125.	91.00
Albert DeLuca	50.	32.78
ART EVENING CLASSES		
John Haggerty	45.	45.00
William Thompson	45.	27.00

The Dean of the Art School announced with deep regret the death of Mr. Douglas Gilchrist, who for twenty-two years was instructor at the School in the course of Metalwork and Jewelry.

Upon motion, duly seconded, the Secretary was requested to write a letter to Mrs. Gilchrist expressing the deep appreciaciation of the School for his long and faithful service.

Dean Warwick reported that in filling the vacancy caused by Mr. Gilchrist's

death he was successful in securing the services of Miss Virginia Wireman, herself a student of the School for five years studying under Mr. Gilchrist.

On motion, duly seconded, the following resolution was adopted:

RESOLVED to approve the action of the Dean of the Art School in engaging Miss Virginia Wireman to teach Metalwork and Jewelry three half days a week at $10. a half day beginning January 6th, 1942.

The Dean reported on the activities of the Costume Design Course, and the splendid press notice regarding the work being done in connection with remodelling old clothes. He told the Committee in detail of the splendid assistance the Placement Bureau under the able direction of Dr. Thomas is rendering the students.

On motion, duly seconded, the following resolution was adopted:

RESOLVED to approve the action of the Dean of the Art School in purchasing a piano for $25., payment from the John T. Morris Fund income.

Dean Warwick reported that since the last meeting four young students have been called to the services of the Country.

Dean Warwick announced that the School was asked to design a booth for St. Christopher Hospital for the annual Emergency Aid Bazaar recently held at the Bellevue-Stratford. Mr. Shuler, Mr. Wyckoff and Mrs. West directed the design and the making of the booth. The judges awarded the booth first prize.

Dean Warwick also told the Committee that two of the School's Teacher Training senior students are teaching at the Museum in the Saturday Junior School every Saturday morning. Besides the interesting contact this experience has given the School, the Dean was happy to be of such assistance to the Museum.

The report of the Textile School was submitted by Dean Heard who reported in detail regarding the inspection tours made by members of the Textile faculty and by the Dean. He reported that on November 3, the Home Economics Seminar was held for the first time in the Faculty room with twenty-two women present.

Dean Heard has been elected to the Board of Directors of the Textile Research Institute and in this connection has visited the Institute of Paper Chemistry at Appleton, Wis., the Armour Foundation and the Institute of Gas Technology in Chicago and the Mellon Institute at Pittsburgh. The visit was made for the purpose of studying the research organizations with the view to the development of such a set-up for the Textile Research Institute.

Mr. E. Stanley Bowers, Vice President and Treasurer of Continental Mills, is assisting the Textile Institute toward raising a Sustaining Fund each year for the duration of the war. The following contributions have been received during the past few weeks:

$1,000. from Darlington Fabrics Corporation in New York
1,000. from Eavenson and Levering in Camden, New Jersey
500. from Chas. J. Webb Sons Company
300. from Mr. Frederic H. Barth of the Mercer Rubber Company, ear-marked for a polarizing microscope.

$ 100. from Aberle Inc.
750. from the No Mend Hosiery Co.
50. from Mr. John E. Stewart
100. from Vernon Textile Company

The Administrative Council of the Institute composed of certain members of the staff, has been making an intensive study of an accelerated program, and the decision has now been reached to operate the school three semesters each year - February 1, probably June 1st and October 1st - taking new students February 1st. After carefully considering all the possibilities in such a program the council concluded that an accelerated program should be set-up for freshmen and sophomores, as it will be most unusual to have any juniors and seniors in the school for the duration. With high schools moving quickly toward an accelerated program and with many urban schools graduating classes in mid-year, ten to twenty new students may register in February. Already requests have been received in this connection. Notices have been sent out to all the high schools.

In connection with the vacancy caused by Professor Goodavage enlisting in the Quartermaster Corps, Dean Heard has engaged Mr. Charles C. Wilson to fill this position.

On motion, duly seconded, it was resolved to approve the action of the Dean of the Textile School in engaging Mr. Charles C. Wilson to fill the vacancy caused by Professor Goodavage's enlistment, salary at the rate of $250. a month, beginning November 15, 1942.

Dean Heard reported that at the request of the Philadelphia Textile Manufacturers Association, an evening course in mending has been started. Ninetween women have been enrolled from various plants for this ten weeks special course. One of the plants has furnished an instructor.

Dean Heard further reported the lecture course in the use of resins and plastics in the textile industry by Dr. D. H. Powers of the Rohm and Haas Company beginning January 6th.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

December 23, 1942

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, Wednesday, December 23, 1942, at 4:15 o'clock.

Mr. Stokes in the chair, Messrs. D'Ascenzo, Eavenson, Gribbel, Hart, Watkins, the Dean of the Art School and the Dean of the Textile School.

The minutes of the meeting of the Committee on Instruction held November 25, 1942, were approved.

The report of the Treasurer for the period ending November 30, 1942 was submitted and approved.

On motion, duly seconded, the following students were granted refunds:

ART SCHOOL

	Paid	Refund
Day Classes		
Warren Blair	$140.	$ 52.50
Richard Renninger	50.	18.75
A. J. Wentz	30.	24.34
Jos. Weaver	125.	39.06
Benj. Wendkos	125.	31.25
Evening Classes		
Jos. Alessi	45.	29.41
Earle Oakes	45.	24.22
Doris Jacoby	45.	Credit of $45. 1943-44

TEXTILE INSTITUTE

Evening Classes		
Donald J. McAndrews	40.	5.92
Edwin Saeger	75.	37.50
Lt. W. J. White	50.	25.00

Dean Warwick said that the second semester begins February 1. At that time he would like to take up the matter of the Art School registration and budget commitments, because he felt he would be able to decide what steps had to be taken in order to carry on the school's activities effectively during the war. He discussed his efforts in connection with the Enlisted Reserve Corps but, he pointed out, the students remaining in the School are for the most part girls. As the number of students now registered in the School was not sufficient to carry the present faculty, he told the Committee of his plans to effect savings and at the same time carry the backbone of the faculty. Dean Warwick recommended the appointment of a committee with Mrs. Cavendish as Chairman to assist him in planning to carry on effectively during the war period.

Upon motion, duly seconded, Mrs. Cavendish was appointed Chairman of a Committee to study and to recommend a plan in connection with the Art School's difficulties, Mrs. Cavendish having the power to select the members of her committee.

The report of the Textile Institute was submitted by Dean Heard who reported in detail on the activities of the faculty since the last meeting. He said that the Home Economics Seminar was held in the Faculty Room on December 7 with 25 persons attending.

He announced the death of Mr. Pfeiffer who has been receiving a pension of $60. a month.

On Motion, duly seconded, the following resolution was adopted:

RESOLVED that henceforth the amount of Mr. Pfeiffer's pension be transferred to the General Fund of the Textile Institute.

On motion, duly seconded, the following resolutions were adopted:

RESOLVED that beginning January 1, 1943, the pension of Dr. Edward W. France be increased from $100 to $120 per month.

RESOLVED that beginning January 1, 1943 the pension of Mr. Bradley C. Algeo be increased from $75. to $90. per month.

Dean Heard said that the School has been rendering valuable service to various related industries.

After discussion of the accelerated program, which has been adopted after consultation with the Textile Committee, the following resolution was adopted:

RESOLVED that the tuition fee for the summer semester be fixed at $100. - the Fall and Spring semester tuition fee remaining the same.

Dean Heard was happy to report the receipt of contributions amounting to $11,306.87 for the Textile Institute's Sustaining Fund.

The meeting, upon motion, duly seconded, then adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

January 27, 1943

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, January 27, 1943, at 4:15 o'clock.

Mr. Stokes in the chair, Mrs. Cavendish, Miss Ingersoll, Mrs. J. Stogdell Stokes, Messrs. D'Ascenzo, Eavenson, Gribbel, Hart, Hayward, Merts, Watkins, the Dean of the Art School and the Dean of the Textile Institute, were present.

The minutes of the meeting of the Committee on Instruction held December 23, 1943 were approved.

The report of the Treasurer for the period ending December 31, 1942 was submitted and approved.

In submitting the Treasurer's report, Mr. Zieget announced that he had just received, approved by the Philadelphia Office-Salary Stabilization Unit of the United States Treasury Department, an employers application for approval of salary adjustment for the Chief Engineer of the Schools increasing the engineer's wages from $37 per week to $42 per week effective January 22, 1943. This application had been prepared and submitted by the Assistant Treasurer without the knowledge or approval of the Deans of the Schools or the Treasurer of the Corporation.

After careful consideration, the following resolutions were unanimously adopted:

RESOLVED to approve the increase in the wages of the Chief Engineer of the Schools from $37 per week to $42 per week effective January 22, 1943.

RESOLVED that the Chairman appoint a committee of three to consider the question of an increase in wages and salaries of the employees of the Philadelphia Textile Institute and the School of Industrial Art with power to report directly to the Trustees their findings and recommendations as to proposed adjustments and to the policy to be followed in the future.

The Chairman announced that the above Committee would consist of Mr. Alban Eavenson, Chairman, Messrs. Gribbel and Jenks.

The Committee gave careful consideration to the question of Senatorial Scholarships provided by the School and on motion, duly seconded, the following resolution was adopted:

RESOLVED that hereafter students receiving senatorial scholarships will be carried as such on the records of the Corporation and consequently no funds will be necessary to apply against their scholarships.

The Committee decided to award the following scholarships upon this basis:

Shirley Harman	Mary Dougherty
Gemma L. Bove	Jeanne Wolf

on Motion, duly seconded, the following refunds were granted:

ART - EVENING CLASSES	Paid	Refund
Doris Jacoby	$47.50	$28.50
Robert Poe, Jr.	45.00	19.04
TEXTILE - DAY CLASSES		
Samuel Esses	170.00	30.94
TEXTILE - EVENING CLASSES		
Jos. J. Black	75.00	30.36
Ned H. Moore, Jr.	75.00	32.62
T. A. Temple	50.00	21.74
Jos. M. Welsh	44.33	cancel balance $30.67

Dean Warwick reported on the activities of the students of the Art School, especially the volunteer work of the students' making quick sketches of Service men at the Stage Door Canteen. He also said that Mrs. West, who is in charge of Properties and head of the Stage Costume Course, discussed the School, its aims and ideals, on the occasion of her recent radio interview as a guest of Rhona Lloyd over KYW.

Mr. Shuler, the Dean announced, has taken over the Course in Interior Decoration along with his course in Industrial Design. The Dean explained that since plastics is playing such an important and prominent part in industrial design, he felt it expedient to enter Mr. Shuler in the class given by The Plastics Industries Technical Institute. Classes will be two nights a week and the fee is $135.

On motion, duly seconded, it was resolved to provide a sum of $135. from the Morris Fund Income to cover the cost of the course in Plastics for Mr. Shuler.

Dean Heard gave a detailed report on his activities and the activities of the faculty during the past month. He told the Committee that through the generosity of Mr. Clarence Ederer, President of the Alumni Association, the School was able to entertain at luncheon the Philadelphia members of the State Legislature and others on the occasion of the inspection of the Schools January 15.

On motion, duly seconded, it was resolved to extend the thanks of the Committee to Mr. Clarence Ederer for his generosity in making it possible to entertain Philadelphia members of the State Legislature and others on the occasion of the inspection of the Schools.

The Dean reported that he had awarded a scholarship from the Textile Institute Scholarship Fund to the Pennsylvania Railroad for the sons and daughters of employees of that organization. Representatives from the Pennsylvania Railroad visited the school and announced that they would have prepared a circular relative to the scholarship,which information would be sent out to the entire Pennsylvania division and allied lines.

Dean said he thought it advisable to change the wording of the degree for the Textile Institute from Bachelor of Science in Textiles to Bachelor

of Science in Textile Engineering.

On motion, duly seconded, the above recommendation was approved.

The Chairman reported that he had invited Mrs. William Arthur to become a member of the Committee and that he had assigned Mrs. Arthur to the special committee to assist the Dean of the Art School.

The Chairman further reported that Mrs. Arthur had accepted the invitation to become a member of the Committee.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

February 24, 1943

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, February 24, 1943, at 4:15 o'clock.

Mr. Stokes in the chair, Mrs. Arthur, Messrs. Eavenson, Gribbel, Hayward, the Dean of the Art School and the Dean of the Textile Institute were present.

The minutes of the meeting of the Committee on Instruction held January 27, 1943, were read and approved.

In submitting the report of the Treasurer it was pointed out that the February registration of students of both schools has about been completed. The final results of the operations of the Art School are as follows:

1)	The deficit from estimated tuition fees will amount to approximately	$ 27,000.
2)	Savings from estimated budget expenditures will amount to	12,700.
3)	Additional funds not included in the June 1942 budget which are now available to the Art School which amount to approximately	15,200.

The savings and additional available funds should enable the Art School to balance its budget as of May 31, 1943.

Regarding the Philadelphia Textile Institute, student registration shows a loss in estimated tuition fees of approximately $23,000. Doubtless the effects of the draft during the next three months will make this loss greater. However, the Institute has received $20,000 in contributions which together with the appropriation from City Council should be sufficient to make up any deficit to May 31, 1943. The Treasurer emphasized that he could not at this time make any forecast as to conditions to be met by the Schools beginning June 1, 1943.

The Treasurer submitted a list of refunds of tuition fees, pointing out that for the month of February alone withdrawals, because of Army induction, would necessitate returning over $5000. for the Textile School alone.

On motion, duly seconded, the following students were granted refunds:

TEXTILE INSTITUTE DAY SCHOOL	Paid	Refund
John K. H. Akers	$160.	$160.
Gilbert Bassin	40.	40.
Irvin J. Borenstein	160.	160.
Sidney Bornstein	160.	160.
Patteson Branch	160.	160.
Albert S. Brown	160.	160.
Sidney Cohen	160.	160.

TEXTILE INSTITUTE DAY SCHOOL (Continued)	Paid	Refund
Wallace R. Davidson	$160.	$160.
Jerome G. Feuer	160.	160.
Jerome J. Geisner	160.	160.
James M. Gilbert	10.	10.
Norman Greenberg	160.	160.
John P. Grieves, Jr.	160.	160.
Walter N. Harman	160.	160.
William R. Hudson	160.	160.
Edward Kan	160.	160.
Robert Karp	160.	160.
Theodore R. Lederer	160.	160.
David Leshin	160.	160.
Alan Liederman	5.	5.
Glenn A. MacKellar	160.	160.
Marshall A. Nelson	160.	160.
Bert Rau	160.	160.
Edward Ripple	160.	160.
Arthur Rosenstein	160.	160.
Elliott Rothman	165.	165.
Martin C. Rubin	160.	160.
Melvin Samsky	165.	165.
Milton L. Segal	160.	160.
Edward L. Seidel	160.	160.
Fenwick C. Sheppard	160.	160.
Asa W. Shuler	160.	160.
Robert N. Smith	160.	160.
William Sproule	100.	100.
Stanley Suchecki	160.	160.
TEXTILE EVENING SCHOOL		
Warran A. Blittersdorf	50.	19.67
ART DAY SCHOOL		
Nancy Armstrong	125.	125.
Frank K. Dutcher, Jr.	125.	125.
Patricia Fish	2.	(overpaid) 2.
Marjorie Morse	125.	125.
Rita Pohl	125.	115.
John H. Schaeffer, Jr.	125.	109.38
Eugene Smith	50.	40.63
Irwin Steinberg	50.	40.63
A. Edward Stevens, Jr.	125.	109.38
ART EVENING SCHOOL		
E. F. Quinn	45.	32.88
George DeLellis	20.	15.00

The sub-committee appointed at the last meeting of the Committee on Instruction for the purpose of considering the question of an increase in

wages and of salaries, etc., submitted its report through its Chairman, Mr. Alban Eavenson. The Committee recommended that the state of finances at this time does not permit any increase in the salaries of the teaching staffs. It recommended an increase in the wages of those employed in the maintenance of the Schools' building and equipment amounting to $1,969 yearly.

On motion, duly seconded, the report of the sub-committee was received with the thanks of the Committee on Instruction and at the request of the sub-committee was discharged.

On motion, duly seconded, the recommendations of the sub-committee to increase the wages of those employed in the maintenance of the building and equipment of the schools in the amount of $1,969 effective March 1, 1943 was approved, subject to the approval of the Board of Trustees.

In submitting the report of the Art School, Dean Warwick announced that registration as of February 24 consisted of 232 full time students, 13 senatorial scholarship students and 27 part-time students or a total of 272.

Dean Warwick told the committee of the activities of both the students and the faculty; their success in winning prizes and honorable mentions and the plans for the Fashion Show.

Dean Warwick requested permission to extend the facilities of the School to The Plastics Industries Technical Institute to hold their lectures in the auditorium,which request was granted.

The Dean pointed out the need of a projector for kodachrome slides and on motion, duly seconded, it was RESOLVED to purchase such a projector, payment of $50. to be made from the John T. Morris Fund income.

Dean Heard, in reporting for the Textile Institute, said that with Dean Warwick and Mr. Zieget a conference was arranged with Dr. Logan, Director of the Budget, to present the need for a substantial increase in the State appropriation for the schools. He discussed the activities of the faculty; the growth of the Textile library and his activities in connection with the various branches of the armed forces.

Mr. Eavenson requested permission to supplement the report of the sub-committee of which he had been chairman to make certain observations on matters which came to the sub-committee's attention during its study. He pointed out that sections of the By-laws of the Corporation should be amended and, after discussion the following resolution was adopted:

RESOLVED to recommend to the Board of Trustees that the last paragraph of Section III of the By-laws be amended to read as follows:

> The Trustees shall appoint a Director of the Museum, a Dean of the School of Industrial Art, a Dean of the Philadelphia Textile Institute and such other officers as may be necessary, and shall define their respective duties and fix their compensation.

After further discussion several other matters were brought to the attention of the Committee and upon motion, duly seconded, the following resolution was adopted:

RESOLVED that it is the sense of the Committee on Instruction that a committee should be appointed of which a trustee should be chairman to study the functioning of the several departments of the Corporation and to submit their findings and recommendations to the Board of Trustees as to the policy the Corporation should follow in the difficult times that the institution faces.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

March 24, 1943

A stated meeting of the Committee on Instruction of the Philadelphia Museum of Art was held at the School, Broad and Pine Streets, March 24, 1943, at 4:15 o'clock.

Mr. Stokes in the chair, Mrs. Cavendish, Miss Ingersoll, Mrs. J. Stogdell Stokes, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Eavenson, Hart, Hayward, Jenks, Merts, Peck, Watkins and the Dean of the Art School were present.

The minutes of the meeting of the Committee on Instruction held February 24, 1943 were approved.

The report of the Treasurer for the month of February was submitted and approved.

On motion, duly seconded, the following refunds were granted:

ART DAY SCHOOL	Paid	Refund
Butts, George	$125.00	$ 85.94
London, Philips	50.00	37.50
Smith, John	50.00	31.25
TEXTILE DAY SCHOOL		
Kessler, Sydney	3.00	3.00 (over payment)
Reichlin, Robert	160.00	122.36
Schultz, Earl	3.00	3.00 (over payment)

Dean Warwick said that the School of Industrial Art now is practically a girls' school. The problem now facing the School is the effect and the nature of the decision which might be made regarding drafting of essential and unessential men and women.

The Dean with Miss Orth attended the Women Power Forum sponsored by the Philadelphia Fashion Group and an exhibition at the Franklin Institute - Women in War Work. During the Forum it was brought out that by next fall, 100,000 young women will be needed in Philadelphia for defense jobs. Many of our students have already notified us of their intention to withdraw from the School at the close of this year. Dean Warwick is doing everything possible to hold the students' interest.

Dean Warwick said that moving picture camera men from the Navy Department visited the School requesting leave to take pictures in the Ceramic Department for the Manpower Commission. They photographed under dramatic lighting settings activities which will be incorporated in a large motion picture to be released shortly showing industries working for the war effort. Many large potteries are now devoted entirely to the war effort.

He announced that the Fashion Show will be held May 5. Final plans have

not yet been completed.

In the absence of Dean Heard, the Secretary of the Corporation read the Textile Institute report. The report set forth the activities of the Dean and of the faculty covering the month of March.

The Institute seems fairly assured of having a small group of women on a thirteen week program of instruction for the Philadelphia Quartermaster Depot. The School will be paid for this training at the rate of $7.50 per instructional hour. There will be four hours of instruction per week.

On motion, duly seconded, the meeting adjourned.

Julius Zieget
Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

April 28, 1943

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, April 28, 1943 at 4:15 o'clock.

Mr. Stokes in the chair, Mrs. Cavendish, Mrs. J. Stogdell Stokes, Messrs. Eavenson, Hart, Hayward, Jenks, Mertz, Peck, Dean Warwick and Dean Heard were present.

The minutes of the meeting of the Committee on Instruction held March 24, 1943 were approved.

The report of the Treasurer was submitted and approved. The following refunds were granted to students of the Art School and Textile Institute:

ART DAY		Paid	Refund
Horwitz, Richard		$125.	$ 62.50
Landis, John		50.	25.00
Wishnefsky, Philip	Balance due	$65.	Credit 65.00
TEXTILE DAY			
Leibowitz, Bennett J.		160.	56.46
Petrak, Herman		160.	47.05

Dean Warwick reported a gift from Westing Evans and Egmore, Inc., who are closing their factory, consisting of models from their carving room. The collection includes models of cabriole legs of every description; many examples of turnings; carved panels; ornament, etc.

He also reported that on Monday afternoon, early this month, Mr. Gribbel gave a talk to the Design students on Pennsylvania Stiegel glass. His talk was illustrated with examples from his own collection. The students, the Dean reported, were so interested that he has arranged with Mr. Gribbel to talk on New Jersey Glass.

Final arrangements are being completed for the Annual Fashion Show on May 5, which will be held at the Museum.

With industries in war work - their shops closely guarded by armed men - it has been difficult to arrange many shop tours. However, Mr. Lloyd Van Sciver was mot cooperative in permitting the classes in Industrial Design to make a trip through the Van Sciver factory, shop and sales rooms.

The RCA Victor Corporation has been most cooperative also. They have sponsored a competition for a Radio Cabinet Design. Mr. Rundel, Art Director for RCA has outlined the program. The prizes will be: 1st, $200.; 2nd, $50.; 3rd, $25. Mr. Rundle has also given a problem to the Illustration class for the designing of an Album cover for a Victor Recorded set, himself making the criticism.

Mr. Joseph Meyers, head of the Electrical Division of Proctor and Schwartz has arranged an interview to criticize the original designs for a portable electric cooker which was designed by the students in Industrial Design.

Mr. Shuler who has been attending the course offered by Plastic Industries Technical Institute reported interesting progress. He said that the course is splendidly presented and should equip him to carry out very important work at the school. Plastics will occupy an important place in the post-war development.

Dean Warwick reported that the McCandlish Exhibition will open May 5 and extend for two weeks.

Plans for the Annual Exhibition of the work of the students have been made. Dear Warwick hopes to have the work of the students now in the service on exhibition, especially displayed.

Dean Heard told the Committee of his many activities during the month and of the activities of the faculty also.

Arrangements have been completed and the new course for women in Civil Service is under way with twenty-one in attendance. The course started on April 19th and will continue for thirteen weeks. The revenue will amount to $3900.

The first of a series of lectures was given on March 31 by Dr. Harold DeWitt Smith of A. M. Tenney Associates, New York. This lecture was followed by another given on April 7 by Dr. F. Bonnet of the American Viscose Corporation, and on April 14 Mr. Rene Bouvet of the same corporation discussed the place of filament rayon in fabrics, the various types of rayon and the fabrics in which these types are used. On April 21st Mr. Heath Kennette of the Rayon Division of E. I. duPont De Nemours and Company addressed the students in the series of rayon lectures. On April 28, Dr. W. E. Coughlin of the Celanese Corporation of America will address the student body on this program.

Dean Heard reported that Mr. Robert Pickens and Mr. D. V. Probasco, are now employed by outside industries for the duration of the war. On motion, duly seconded, the following resolutions were adopted:

RESOLVED that the following members of the Philadelphia Institute be granted leave of absence without pay for the duration of the war:

Mr. Robert Pickens as of April 1, 1943
Mr. D. V. Probasco as of April 5, 1943

RESOLVED that Messrs. Pickens and Probasco be given one month's pay in lieu of vacation.

On motion, duly seconded, the following resolution was adopted:

RESOLVED that effective May 1, 1943, Mr. George Kreiner be retired from the Philadelphia Textile Institute and be granted a pension of $10. a week.

On motion, duly seconded, the meeting adjourned.

Julius Giegt
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

May 26, 1943

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, May 26, 1943, at 4:15 o'clock.

Mr. Stokes in the chair, Mrs. Arthur, Miss Ingersoll, Mrs. J. Stogdell Stokes, Messrs. Eavenson, Jenks, Dean Warwick and Dean Heard were present.

The minutes of the meeting of the Committee held April 28, 1943, were approved.

The report of the Treasurer was submitted. The Treasurer pointed out that both schools had balanced their budgets with available funds for the fiscal year 1942-43.

On motion, duly seconded, the Treasurer's report was received with the thanks of the Committee.

On motion, duly seconded, the following resolution was adopted:

RESOLVED to express to the Dean of the Art School, the Dean of the Textile Institute and the Treasurer of the Corporation the appreciation of the Committee for the satisfactory conduct of the affairs of both schools.

Dean Warwick, in reporting for the Art School, called attention to the economies and curtailment that had been exercised during the fiscal year about to close in order to balance the budget for the Art School as of June 1. He said that the 1943-44 budget would depend on registration of students in the fall.

Due to the death of Mr. Gilchrist, a number of special students registered in his class have withdrawn and have requested refunds and credit as follows:

Refunds	
Miss Amy L. Woodruff	$ 48.68
Mrs. Rheta Siedenbach	24.34
Mrs. Jane Dewees	24.34
Miss Iola Alice Wright	24.34
Credit for 1943-44	
Miss Lola Goldman	30.00

On motion, duly seconded, the above credit and refunds were approved.

Dean Warwick announced that Commencement exercises would be held in the Foyer of the Museum June 3, at 10:30 a.m. Dr. Henry Klonower will be the speaker. Eleven degrees and thirty-seven diplomas will be awarded to Art students. In planning the Annual Exhibition a section will be devoted to the work of former students now in war service.

Dean Warwick reported a successful Fashion Show. Both performances filled the Foyer of the Museum to capacity.

The instructor and students in Stage Costume Class completed twenty sets for the Russian War Relief Pageant to be held in Convention Hall, June 22.

In regard to the Budget for the year 1943-44 for the School of Industrial Art, Dean Warwick recommended that the budget be approved for the summer and a more detailed budget be submitted in the fall after student registration.

On motion, duly seconded, the following resolution was adopted:

RESOLVED to recommend to the Trustees the approval of the Budget for the School of Industrial Art for the year 1943-44 as submitted by the Dean and that a more detailed budget be submitted to the Board for approval after student registration in the fall.

Dean Heard gave a detailed report on the activities of the faculty and himself. Lecturers during the past month were noteworthy and very interesting. The Dean reported that he is continuing his efforts to interest the textile industry manufacturers to award scholarships to the Philadelphia Textile Institute. To date the Dean has received promises of six such scholarships.

The Secretary-Treasurer of the Foster Machine Company of Massachusetts visited the School and agreed to contribute one of their machines at an early date.

The Art School and Textile Institute had as luncheon guests on May 14 members of the State Legislature who made a tour of inspection through the school.

The budget for the Philadelphia Textile Institute for the year 1943-44 was presented and on motion, duly seconded, the following resolution was adopted:

RESOLVED to recommend to the Trustees the approval of the budget for the Textile Institute as submitted by the Dean and that a more detailed budget be submitted to the Board for approval after student registration in the fall.

On motion, duly seconded, the following resolution was adopted:

RESOLVED to recommend to the Trustees that the Dean of the Philadelphia Textile Institute be authorized to make financial arrangements with textile companies in connection with problems involving textile research, the Dean to be empowered to allocate part of the fund received to the instructors assigned to the work, the decisions of the Dean to be submitted to the Committee on Instruction for approval.

On motion, duly seconded, the meeting adjourned.

Julius Siegel
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

June 23, 1943

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, June 23, 1943 at 4:15 o'clock.

There were present Mr. Stokes in the chair, Messrs. D'Ascenzo, Eavenson, Gribbel, Hart, Jenks, Mertz, Peck, Dean Warwick and Dean Cox.

The minutes of the meeting of the Committee held May 26, 1943, were approved.

The Chairman announced the resignation of Mr. Heard as Dean of the Textile Institute and of the appointment of Mr. Richard S. Cox to fill the vacancy.

On motion, duly seconded, the following resolution was adopted:

RESOLVED that the Committee on Instruction record their deep appreciation for the progress made in the Philadelphia Textile Institute under the direction of Mr. Heard and that the President be requested to advise Mr. Heard of the action of the Committee.

On motion, duly seconded, the following resolution was adopted:

RESOLVED that Mr. William V. Wence be appointed Superintendent of School buildings.

The report of the Treasurer for the month of May was submitted and approved.

On motion, duly seconded, Hilda Bienstock - Art Day Class, 42-43 was granted credit of $30. for the 1943-44 semester.

Dean Warwick pointed out that at the Commencement exercises the School of Industrial Art awarded 11 degrees and 36 diplomas. The Annual Exhibition of the work of the students was attended by 554 and was very successful.

Dean Warwick further pointed out the decline in the number of students at the School and said that according to the school records there are 182 men in the service of which there are listed, one captain, 20 lieutenants, 22 sergeants, 25 corporals, 6 aviation cadets, 20 first class privates and 4 in officer candidate school. Many girl students have entered government work in one form or another.

Dean Cox, in submitting his first report, said that the first two degrees of Bachel of Science in Textile Engineering were awarded at Commencement. He reported that the Quartermaster Training Course given through Penn State College, now in its third month, was progressing. Due to the success of this course a second one under the same auspices is being organized to train inspectors for the Jeffersonville, Indiana Depot, which is expected to begin July 12. A new late afternoon class of thirty-three people, given through Drexel Institute for the training of employees at the Philadelphia Quarter-

master Depot, was started on Monday, June 21, the previous course ended at that time.

Dean Cox said that the three-semester program is in operation, the summer semester beginning on Monday, June 14, with twenty-nine students. Research projects already undertaken are progressing and in two instances very definite results have been obtained for the sponsors.

Mr. Cox reported that there had been a change in the Evening School hours, i.e., instead of three nights a week the classes will now meet on Monday and Wednesday from 7 to 10 o'clock. He thought this arrangement would help meet the transportation difficulties that many students face.

Upon motion, duly seconded, night school for the Philadelphia Textile Institute was limited to Monday and Wednesday nights from 7 to 10.

The Dean recommended the appointment of Mr. Ward France as Director of the Evening School, which appointment, upon motion, duly seconded, was approved.

It has been necessary to place Mr. John Linton on the staff as instructor in dyeing. He will give part time to operations in the dyehouse and continue some courses toward his degree.

On motion, duly seconded, it was resolved to approve the appointment of John Linton as instructor in dyeing at an annual salary of $1200.

Upon motion, duly seconded, the following resolutions were adopted:

RESOLVED that adjustments in the wages of the maintenance group of the schools as submitted by the Superintendent of the building be approved and that application be made to the War Labor Board to make these adjustments effective June 1, 1943.

RESOLVED that the annual salary of the following secretaries employed in the office of the Dean of the Textile Institute be approved and that application to the War Labor Board be made to effect these adjustments as of June 1, 1943:

Hazel Hesser, from $1300 to $1600. - Gloria Schultz, from $988 to $1200.

RESOLVED that the annual salary of Richard S. Cox, Dean of the Textile Institute, be fixed at $6000 effective June 1, 1943.

RESOLVED that the annual salary of B. R. Koenig be increased from $2400 to $2800 and his appointment as Assistant Professor of Jacquard be approved, effective June 1, 1943.

RESOLVED that the Secretary of the Corporation be authorized to file the proper papers with the Salary Stabilization Unit to effect the above changes.

On motion, duly seconded, the meeting adjourned.

Julius Bigler
SECRETARY

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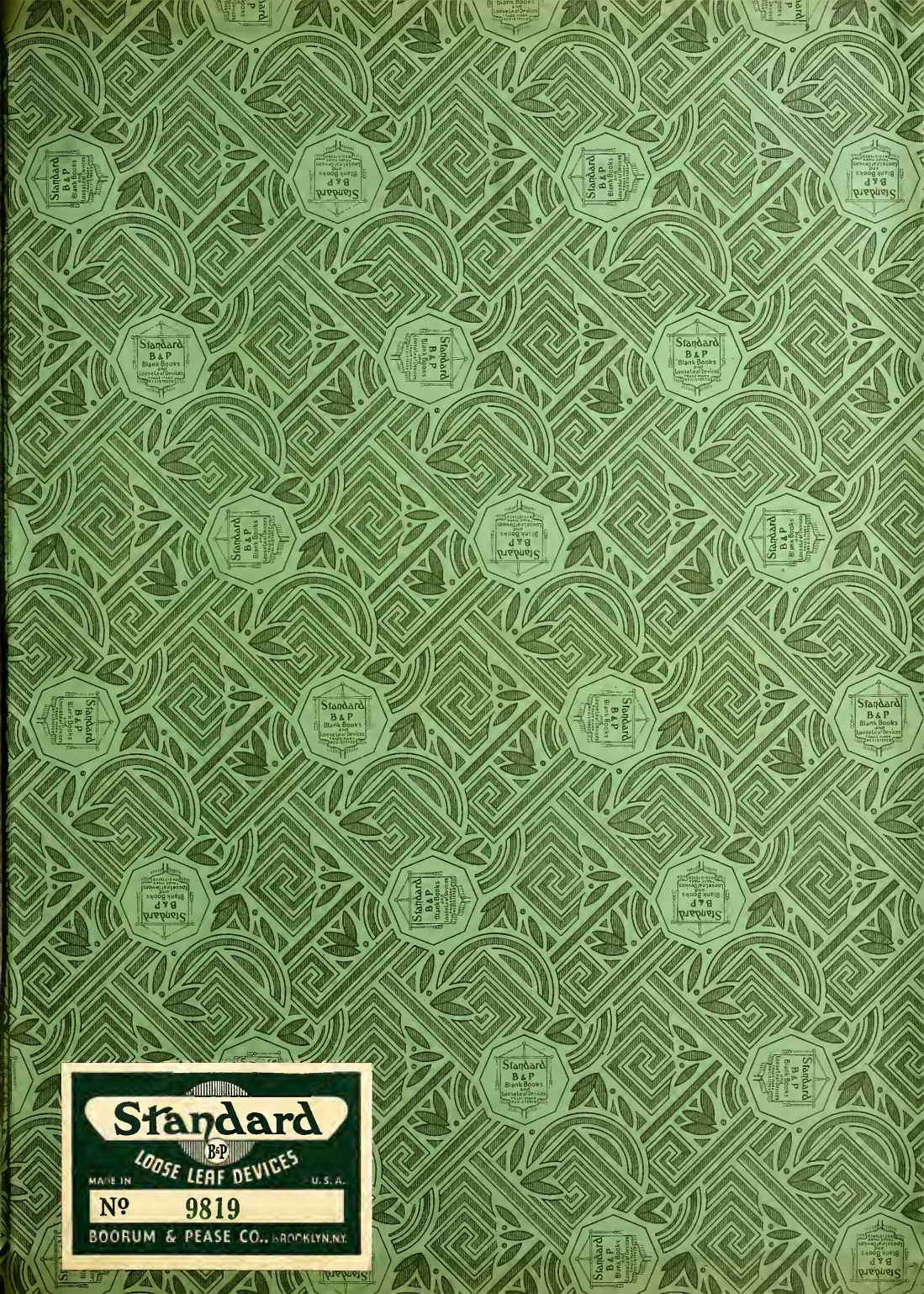
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